

Preservation Best Practices for Collections Stewardship Resource List Session 1: Fundamentals and Facilities

Preservation Mandates

All library, archival, and preservation professional membership organizations have a set a code of ethics or code of conduct under which professionals in the field are encouraged to accept. Below are links to several codes of ethics for organizations, all of which include preservation in their mandate.

American Institute for Conservation of Historic and Artistic Works (AIC). "Code of Ethics & Guidelines for Practice." AIC: Washington, D.C., 2002.

http://www.nps.gov/training/tel/Guides/HPS1022_AIC_Code_of_Ethics.pdf

American Library Association (ALA). "ACRL Code of Ethics for Special Collections Librarians." Association of College and Research Libraries (ACRL). ALA: Chicago, 2003.

http://www.rbms.info/standards/code_of_ethics.shtml

American State and Local History (AASLH). "Statement of Professional Standards and Ethics." AASLH: Nashville, TN, 2002.

<http://www.aaslh.org/ethics.htm>

Society of American Archivists (SAA). "SAA Core Values Statement and Code of Ethics." SAA: Chicago, 2012.

<http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>

Preservation Plans

Council on Library and Information Resources (CLIR) and The Library of Congress. "The Library of Congress National Recording Preservation Plan." CLIR: Washington, DC, 2013.

Available at: <http://www.clir.org/pubs/reports/pub156>

A preservation plan by CLIR and The Library of Congress for the nation's recorded sound history and culture. The plan is divided into four components: building a national preservation infrastructure, a blueprint for implementing preservation strategies, promoting public access, and long-term national strategies.

Minnesota Historical Society. "Long-Range Preservation Plan." Minnesota Historical Society: St Paul, MN, 2004, updated 2012.

<http://www.mnhs.org/preserve/conservation/reports/2012longrangeplan.pdf>

Example of a preservation plan for a historical society. This version, updated in 2012, provides a preservation action plan for the historical society as well as preservation actions completed by the society in previous years.

Special Collections, Archives, and Preservation Team. "Preservation Plan." University of Georgia School of Law, Alexander King Law Library.

<http://libguides.law.uga.edu/content.php?pid=204062&sid=2502883>

Example of a library preservation plan by the Alexander Kind Law Library at the University of Georgia Law School.

Facilities

"Archives II, National Archives at College Park: Using Technology to Safeguard Archival Records." *NARA Technical Information Paper Number 13*. Washington, DC: National Archives and Records Administration (NARA), 1997.

<http://www.archives.gov/preservation/technical/tip13.pdf>

A technical paper by NARA highlighting the decisions behind the construction of Archives II. Topics addressed include office layouts, air filtration systems, construction and design material choices, high density storage, and security.

Society of American Archivists (SAA). "Guidelines for College and University Archives: Facilities and Equipment." SAA: Chicago, 1999.

<http://www2.archivists.org/node/14805>

Recommendations from the Society of American Archivists for the minimal facilities and equipment required for a properly functioning academic archive.

Under Construction: Preservation and Collections Care Issues during Building Projects and Renovations. Proceedings from a SOLINET (now Lyris) Preservation conference, Atlanta, GA., 2003. Available at:

<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>

Summary of presentations covering expansions, renovations, new facilities, and ideal preservation environments in libraries, archives, and museums.

Security

American Library Association (ALA). "Safety and Security Guidelines." ALA: Chicago.

<http://www.ala.org/tools/safety-and-security>

A collection of resources on safety and security in libraries by the American Library Association, including examples of policies and guidelines.

Brown, Karen E. and Beth Lindblom Patkus. "3.11 Collections Security: Planning and Prevention for Libraries and Archives." Northeast Document Conservation Center.

<http://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.11-collections-security-planning-and-prevention-for-libraries-and-archives>

A preservation leaflet from the Northeast Document Conservation Center covering collections security topics, including security planning and policy, building security, security systems, preventative measures, and prepping and maintaining a security plan.

Huxley, Alisa and Stevan Layne. "Security for Collections: Preventing Loss and Planning for Any Budget" [Webinar]. In *Connecting To Collections Online Community Webinar*. May 23, 2012.

<http://www.connectingtocollections.org/online-event-recordings-security-for-collections-preventing-loss-and-planning-for-any-budget>

A webinar covering how to incorporate security into collections care plans by a leading authority on security management, risk assessment, emergency preparedness, violence prevention, and loss prevention.

Housekeeping

Ames, Kathryn and Greg Heid. "Building Maintenance and Emergency Preparedness," *Georgia Library Quarterly*: Vol. 48: Iss. 1, 2011.

<http://digitalcommons.kennesaw.edu/glq/vol48/iss1/5>

Provides guidelines and checklist for routine library maintenance and emergency procedures, including scheduling housekeeping tasks.

"Cleaning Library Stacks." University of California, San Diego, Preservation Department, 2002.

<http://www.youtube.com/watch?v=hxkpfnhFkDg&feature=youtu.be>

A 9 minute YouTube video produced by UCSD gives detailed information in implementing a stacks cleaning project.

Huxly, Elsa and Brigid Sullivan. "Community Webinar: Live Question and Answer Session on Housekeeping for Historic Sites" [Webinar]. In *Connecting To Collections Online Community Webinar*. October 11, 2011.

<http://www.connectingtocollections.org/recording-housekeeping>

A webinar covering components of housekeeping on historic sites, including preparing to clean, caring for furniture, and cleaning architectural elements. Provides links to helpful housekeeping resources, including a housekeeping supply list.

Minnesota Historical Society. "Minnesota Historical Society Historic Housekeeping Handbook." St. Paul, MN, 2000.

<http://www.mnhs.org/preserve/conservation/reports/manual-0102.pdf>

An example of a housekeeping handbook as used by the Minnesota Historical Society.

Minnesota Historical Society. "Cleaning Practices." St. Paul, MN, 2009.

http://www.mnhs.org/preserve/conservation/connectingmn/docs_pdfs/CleaningPractices_000.pdf

A document from the Minnesota Historical Society covering housekeeping basics for cleaning collection items, shelves and surfaces, floors, and storage and display areas.

"Stacks Cleaning Procedures." University Libraries – University of Washington.

<http://www.lib.washington.edu/preservation/libraries/clean>

Stacks cleaning procedures from the University Libraries at the University of Washington.

Archived webinar available at:

<https://infopeople.org/civicism/event/info?reset=1&id=196>