



We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmi̓n̓əm̓ speaking Musqueam people.

**The mission of UBC iSchool is to enhance humanity's capacity to engage information in effective, creative and diverse ways, through innovative research, education and design.**

## ARST / LIBR 587 PRESERVATION – Course Syllabus (3)

<b>Program:</b>	Master of Library and Information Studies
<b>Year:</b>	2018 – 2019 Winter Session, Term 1
<b>Course Schedule:</b>	Mondays 9:00 –11:50 a.m.
<b>Location:</b>	IKBLC 155
<b>Instructor:</b>	Tara L. Fraser
<b>Office location:</b>	iSchool Adjunct Office
<b>Office hours:</b>	By appointment
<b>E-mail address:</b>	<a href="mailto:tara.fraser@ubc.ca">tara.fraser@ubc.ca</a>
<b>Learning Management Site:</b>	<a href="https://canvas.ubc.ca">canvas.ubc.ca</a>

**Course Goal:** The goal of this course is to provide an understanding of the requirements and methods for preserving materials in library and archival collections.

### Course Objectives:

#### Upon completion of this course students will be able to:

1. Understand the structure and deterioration of common materials, and the current methods for extending their longevity [1.2, 3.1, 3.2]
2. Gain familiarity with some basic environmental instrumentation and preservation techniques [4.1, 4.2]
3. Prepare to make both planning and policy decisions regarding preservation of collections [1.2, 1.3, 1.4]
4. Become familiar with information resources on preservation [4.1, 4.2]

### Course Topics:

- The materials and technology of the information carriers within library and archival collections and the deterioration of these materials
- Controlling deterioration, protecting collections and enhancing preservation of library and archives information resources
- Emergency planning, preparedness, response and recovery, pest management and mold abatement
- Fundamentals of preservation program development, management and implementation
- Conservation principles, ethics and techniques within the context of institutional policies and procedures
- Preservation, reformatting and remedial treatment projects - administration, organization, selection and prioritization, budgeting, outsourcing

**Prerequisites:** MAS and Dual Students: completion of the MAS core courses. MLIS students should take LIBR 587



**Format of the Course:** Multiple formats will be used including lectures, class discussions, demonstrations and hands-on exercises, group work and case studies.

**Required and Recommended Reading:** A full list of required and recommended readings will be made available by the first class. Articles will be handed out at class, available electronically through the UBC library system or on Canvas.

**Recommended:**

- Ritzenhaller, Mary Lynn 2010. Preserving Archives and Manuscripts. (2nd Ed.) Chicago: Society of American Archivists

**Course Assignments:**

Assignment Name	Due Date	Weight	Graduate Competencies
Assignment 1 – Examination and Documentation	October 1	20%	[1.2, 3.1, 3.2]
Assignment 2 – Susceptibility and Impact	October 22	20%	[1.2, 3.1, 3.2]
Assignment 3 – Preservation Supplies	November 5	10%	[4.1, 4.2]
Assignment 4 - Preservation Proposal Project	November 26	40%	[1.2, 1.3, 1.4]
Class Participation	Ongoing	10%	[1.2, 1.3, 1.4, 3.1, 3.2, 4.1, 4.2, 5.2]

Assignments are to be handed in at the beginning of the class on the due date. Assignments are to be printed unless otherwise directed at the first class. A 1% penalty per day will be levied for late submissions up to 5%. Assignments later than 5 days will not be accepted unless arrangements have been made one week prior to the deadline.

**Course Schedule [week-by-week]:**

Date	Topic	Date
Sept 10	Introduction to Preservation <ul style="list-style-type: none"> <li>• The concept of preservation and its role in an archives or library, past and present</li> <li>• A survey of the associations, cultural institutions and professional resources</li> <li>• The terminology of preservation including stabilization, conservation, restoration, deterioration / damage, historical information, susceptibility, cultural heritage, original record, value, use, public trust, custodians</li> </ul>	
Sept 17	History, Materials and Technology of Information Carriers <ul style="list-style-type: none"> <li>• Formats and media including paper based records, bound volumes.</li> </ul>	
Sept 24	History, Materials and Technology of Information Carriers <i>con't</i> <ul style="list-style-type: none"> <li>• Photographic media, sound and moving image</li> </ul>	
Oct 1	Agents of Deterioration and the Damages They Cause <ul style="list-style-type: none"> <li>• Incorrect temperature, incorrect relative humidity, light</li> </ul>	Assignment 1
Oct 8	Thanksgiving – No class	
Oct 15	Agents of Deterioration and the Damages They Cause <i>con't</i> <ul style="list-style-type: none"> <li>• Physical forces, dissociation, pollutants (acid), pests, disaster</li> </ul>	
Oct 22	Control of Deterioration: Item Level Preservation	Assignment 2



	<ul style="list-style-type: none"> <li>• Storage and housing - format requirements, industry standards, techniques, supplies and materials</li> <li>• Use and handling - condition assessment, accessibility and restrictions, reference and circulation use</li> </ul>	
Oct 29	<p>Control of Deterioration: Collection Level Preservation</p> <ul style="list-style-type: none"> <li>• Environmental conditions within public and non-public spaces - collection requirements, industry standards, risk assessments and management, monitoring and controlling</li> <li>• Furniture and equipment requirements, formats, options</li> <li>• Integrated pest management</li> <li>• Disaster planning and prevention</li> </ul>	
Nov 5	<p>Remediation of Deterioration</p> <ul style="list-style-type: none"> <li>• Emergency response and recovery</li> <li>• Mold abatement</li> <li>• In-house stabilization techniques</li> </ul>	Assignment 3
Nov 12	Remembrance Day – No class	
Nov 19	<p>Remediation of Damage</p> <ul style="list-style-type: none"> <li>• Collection and condition surveys and assessments of value, use and need</li> <li>• Reformatting technologies and equipment, longevity, maintenance and suitability</li> <li>• Stabilization and long-term preservation of large volumes of materials</li> <li>• Restoration of an item and preservation of the content</li> </ul> <p>Professional resources</p>	
Nov 26	<p>Institutional Policies and Preservation</p> <ul style="list-style-type: none"> <li>• Conservation principles and ethics within the context of archival and library policies and procedures</li> <li>• Integrating and implementing preservation activities and programs in library and archival settings</li> <li>• Combining preservation ideals with less-than-ideal institutional environments</li> <li>• Preservation training for staff and users</li> </ul> <p>Preservation Projects</p> <ul style="list-style-type: none"> <li>• Practical applications of preservation</li> <li>• Administration, organization, suitability and funding</li> </ul>	Assignment 4

**Attendance:**

- Attendance is required in all class meetings. If you know you are going to be absent you must inform me beforehand if at all possible.
- Up to 1 excused absence is allowed with prior notification to the instructor. Additional absences will require a note from a health professional or Access and Diversity. Failure to provide this documentation could result in a lower course mark.
- Any penalties imposed for excessive absences are at the discretion of the instructor.

**Evaluation:** All assignments will be marked using the evaluative criteria given on the [iSchool web site](#).



THE UNIVERSITY OF BRITISH COLUMBIA

iSchool (Library, Archival & Information Studies)  
Faculty of Arts

**Access & Diversity:** Access & Diversity works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Access and Diversity unit: [<https://students.ubc.ca/about-student-services/access-diversity>]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

**Religious Accommodation:** The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

### **Academic Integrity**

#### Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: <http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.