

**Yale University Library
Preservation Department**

**36th Annual Report
July 2006-June 2007**

**Submitted:
Roberta Pilette
October 29, 2007**

**Preservation Department
Yale University Annual Report 2006-2007
Executive Summary**

The Preservation Department, headed by Roberta Pilette, is responsible for the long-term preservation of all library material. A new Head of Collections Care, Ian Bogus, joined the department this year filling a position that was vacant for some time. The Chief Conservator, Gisela Noack, retired and a search for someone to fill this position is under way.

Raising general awareness of preservation activities throughout the library system was our main goal in 2007. To achieve this, the department:

- participated in a Job Chat,
- placed an information table in the Nave at the kick off for the University's Capital Campaign and at the Library's Open House,
- worked together on an exhibit that was placed in the Sterling cloister from October through December 2006,
- established a Preservation 'column' to be placed in *Note Bene* regularly starting with the April 2007 edition, and
- hosted numerous tours of the department and initiated a standing tour the first Tuesday of every month.

Pilette expanded this awareness beyond the Library when, in November 2006, she presented a paper at the Library Fair and Forum in Yokohama, Japan on the Yale University Preservation Department, its activities in general as well as how mass deacidification is used as one preservation option within our preservation program.

Pilette has also been working on a project with a number of other research libraries regarding fire suppression systems for high density storage facilities. In July 2006 she hosted a meeting of representatives from these institutions, FMGlobal and risk managers from Yale University to discuss the possibility of a research project regarding such systems.

Notable treatments in the Conservation Laboratory included:

- Research and design of new storage enclosures for the Beinecke's Palmquist collection of daguerreotypes and cased images.
- Treatment of six oversize 18th century maps done by John Sennex and treatment of a rare 16th century map on deerhide.

This year also saw the completion of the following:

- *Preserving the Salisbury Collection in Near Eastern Studies*, a reformatting project funded by the National Endowment for the Humanities.
- Digital conversion of the Library's brittle volumes of the *Yale Daily News* into a searchable database of online digital content.
- Cataloging of all the backlog microfilm stored within the Preservation Department and transfer of master negatives to Iron Mountain for storage.

Some additional projects undertaken were:

- Increased environmental monitoring, reporting and recommendations for many parts of the library system. This included monitoring of light levels for the exhibit cases in Beinecke Library.
- Creation of an Employee Emergency Flip Guide by Tara Kennedy and the distribution to nearly all library staff.
- Kennedy also brought about the implementation of an Integrated Pest Management (program) for the entire library system in conjunction with University Contracting, Facilities, Custodial and Customer Services.
- Work on eight major exhibits at the Beinecke and eight exhibits at Sterling by the Conservation staff totaling 366 hours of their time.

**Yale University Library
Preservation Department
36th Annual Report
July 2006-June 2007**

Roberta Pilette, Head of Preservation and Chief Preservation Officer
Elizabeth Haugh, Senior Administrative Assistant

	Preservation Staffing:	July 1, 2006	June 30, 2007
Positions budgeted:			
C&T		17.00	16.00
M&P		9.00	8.00
Positions filled:			
C&T		16.00	15.00
M&P		8.00	7.00

OVERVIEW OF THE DEPARTMENT

The Yale University Library Preservation Department is responsible for the long-term preservation of all library materials. The department consists of four units—Field Services, Reformatting and Media Preservation (RaMP), Collections Care and the Conservation Laboratory. The department organizational chart can be found in Appendix I, the annual statistics for the department can be found in Appendix II, and the department level goals for 2007-08 are found in Appendix III.

Our main goal for FY07 year was to raise general awareness of preservation activities throughout the library system. As part of this effort we took advantage of every opportunity offered to bring the department out from the ‘back room’.

- In July all unit managers participated in a *Job Chat* as part of the SCOPA Forum series which is open to all Library staff. Using a Power Point presentation, each manager talked about what his/her unit does.
- In September as part of the kick off for the University’s Capital Campaign the Preservation Department had an information table in the Library nave. This was done again as part of the Library’s Open House in June.
- The whole department worked together on an exhibit which Tara Kennedy coordinated in the Sterling cloister (October through December), *Preservation in the Present: Your Preservation Department at Work*
- Numerous tours of the department as a whole and of individual units were given throughout the year. The department now has a standing tour time, the first Tuesday of every month, and a way for any Yale affiliate to sign up on line. https://medapps13.med.yale.edu/tms/tmscourses.get_course_details?p_crs_id=1065 It is hoped that this will reach a broader audience and also eliminate the need to do so many individual tours.
- A preservation ‘column’ has been established as a regular feature in *Nota Bene* starting with the April 2007, Spring, issue where Tara Kennedy talked about the new Integrated Pest Management program.

- At the Library Fair & Forum 2006, Yokohama, Japan, in November 2006, Pilette presented a paper to Japanese librarians, archivists and conservators about the Yale Library Preservation Department, its activities in general, and how mass deacidification is used as one preservation option within a library preservation program.

We continue to work on the department web site located at:

<http://www.library.yale.edu/preservation/> .

Pilette has been working on a project with a number of other research libraries regarding fire suppression systems for high density storage facilities. The project began with an informal meeting of preservation administrators from Columbia University, University of Chicago, Library of Congress, University of Michigan and Harvard at American Library Association Annual Meeting, June 2005. The project was spurred on by viewing a film produced by a major insurer showing a test burn of a warehouse storage system. The representative then related this to the high density facilities that many institutions now have.

In July 2006 preservation administrators from the above institutions as well as representatives from FMGlobal and risk managers from Yale University met to explore the possibility of a research project with regards to fire suppression systems in high-density library material storage facilities. FMGlobal is one of the largest commercial and industrial property insurance and risk management companies in the world; as such, they are a leader in property loss prevention through their own ongoing research and development departments. FMGlobal representatives then took the information back to the company and prepared a research proposal. In June 2007 we learned that FMGlobal has agreed to research fire suppression systems for library high-density storage facilities. Planning for this will continue through Fiscal Year 2008.

Department Space Planning

Space continues to be an issue for the department both in terms of storage and for staff. With limited storage space for large materials such as mat board and binders board we must order in fairly small quantities and frequently. Thus it affects are budget in two ways: no bulk discounts and the time it takes staff to order, monitor and process deliveries. In addition, we are limited to the number of staff that can work in areas. Beinecke is especially interested in hiring additional conservators but we just do not have room in the Conservation Lab for any more staff. And working on large items such as maps in a space designed for books is a challenge. In the area of RaMP we have increased the amount of volumes being sent for mass deacidification which means two pallets of materials are either coming or going from the room at all times; thereby creating a very crowded work area.

Even without additional or new space, the department lacks the funds to renovate the current spaces into a more efficient lay out. Though, we continue to explore our options and re-arrange work areas in order to make the best use possible with our limited resources.

CONFERENCES, COMMITTEES & TRAINING

Yale University Library supports attendance of staff to a variety of professional activities, both within the university and the profession as a whole. It also encourages all staff through the Learning Plan to continue to learn new things and develop their skills.

Meetings/Conferences/Travel

American Library Association Meetings

Mid-Winter, Seattle, WA, January 2007

Roberta Pilette and Tara Kennedy

Annual, Washington D.C., June 2006

Roberta Pilette, Tara Kennedy, Ian Bogus

American Institute for Conservation

Annual Meeting, Richmond, VA, April 2007

Roberta Pilette, Tara Kennedy, Ian Bogus.

iPres, Cornell University, Ithaca, NY October 2006

Roberta Pilette

Institute for Paper Conservation Fifth International Conference, Edinburgh, Scotland,

July 2006

Gisela Noack

Guild of Book Workers Centennial Meeting, New York City, October 2006

Roberta Pilette, Paula Zyats

Book Fair of the Codex Foundation Symposium, Berkley, CA, February 2007

Paula Zyats

Photographic Materials Group Biennial Meeting, Rochester, NY, February 2007

Marie-France Lemay

Florence Flood Symposium, Florence Italy, November 2006

Paula Zyats

David Walls has been our representative at digital and audio related:

Persistence of Memory, Stewardship of Digital Assets Conference, NEDCC sponsor,

Tucson, AZ, December 2006

Managing the Intangible, NARA, College Park, MD, April 2007

Imaging Science & Technology, Arlington, VA, May 2007

Committees

The department is active on a wide variety of committees at the Library, University and national level.

Roberta Pilette: Digital Preservation Committee (DPC), co-chair
Library Management Council (LMC)
SCOPA grant review committee
Promotion Review Committee (PRC)
ALA
ALCTS Committee/PARS for Policy, Planning & Research
ALCTS Planning Committee
IFLA-Preservation & Conservation, North American Network

Preservation Education for the 21st Century Librarian, Advisory committee member in developing curriculum, IMLS Grant sponsored by NEDCC

- Tara Kennedy: Library Staff Association (LiSA)
Exhibits Task Force
ALA
ALCTS/PARS Preservation Administration Discussion Group, co-chair
ALCTS/PARS Preservation & Reformatting Section, Recording & Photographic Media Discussion Group, co-chair
RBMS Pre-conference, organized and moderated a session, June 2006
- David Walls: Collection Development Committee
Special Collections Committee
Catalog Coordinating Committee
Collections Collaborative WWI Task Force
Digital Collections Task Force
Digital Production & Integration Program (DPIP)
DPIP-Core
Digital Media Implementation Group
Acquisitions Support Group
ALA-PARS Committee/ Chair, Preservation Administration Discussion Group
Northeast Document Conservation Center
Chair of Advisory Group; term completed
Program Advisory Group
- Paula Zyats: Special Collections Committee
Exhibits Task Force
Communications Committee
Signs Subcommittee
Library Staff Association (LiSA)
New Staff Reception task force
- Gareth Gibson: Library Staff Association (LiSA)
- Elizabeth Haugh: Staff Training and Organizational Development Committee (STOD)
Service Quality Awards Nominating Committee
- Dawn Mankowski: Joint Departmental Committee (JDC)
- Stephanie Sherry: Cross Training Committee

Training

Tara Kennedy, FAMIS facilities application

The following staff have used the Learning Plan to take courses outside of Yale:

Edna Bowman, Creative Arts Workshop, Basic Hand Bookbinding, April/May 2007
Marie-France Lemay, Workshop on the Consolidation of Media, ICN, Amsterdam, October 2006
The Daguerreotype, Center for Historic & Alternative Processes, New York City, June 2007
Zenaida Lantuch, Center for Book Arts, Byzantine Binding, New York City

Through the Learning Plan staff have also taken advantage of the Learning Center offerings; such as, Coaching & Development, Introduction to Mindful Meditation, Communications & Influence and Excel.

All staff have attended sessions having to do with Supervisory Evaluation and the Emergency Flip Chart.

PERSONNEL

Agnes Wnuk, Cataloging Assistant II in RaMP, term extended until December 2007.
Sarah Dove, Maps Conservator, Conservation Lab, term extended until December 2008

Promotions in FY07:

Zenaida Lantuch, to Conservation Assistant II, Conservation Lab, effective January 2007

New staff members to the department in FY07:

Ian Bogus, Head, Collections Care, March 1, 2007
Karen Jutzi, Conservation Assistant III, Conservation Lab, March 2007
Ronel Namde, Conservation Assistant I, Collections Care, June 2007

Staff members who have left during FY07:

Jungohk Cho, Conservation Assistant III, Conservation Lab, August 18, 2006
Jean Baldwin, Conservator, Conservation Lab, November 16, 2006
Gisela Noack, Chief Conservator, Conservation Lab, retired March 31, 2007
Hanan Amin, Conservation Assistant I, Collections Care, April 2007
Abdelwhab Mustaf, Cataloging Assistant, RaMP, NEH grant ended May 31, 2007

PRESERVATION FIELD SERVICE

Tara Kennedy

Preservation Field Service Librarian

Overview

The Preservation Field Service Librarian's primary goal is integral to fulfilling the Preservation Department's mission: to service the preservation needs of ALL the collections within the Yale University Library system. The majority of this fiscal year was spent on environmental monitoring, HVAC consulting/ liaison, Library construction-related projects, staff training, the Stacks Stabilization Project, emergency preparedness, planning and disaster assistance, preservation outreach, exhibits, Integrated Pest Management, and working on the collection survey tool.

Activities

Environmental Monitoring and Reporting

A full year of temperature and relative humidity monitoring, including written reports summarizing the conditions and recommendations, has also been completed for the following collections:

- Forestry and Environmental Sciences Library
- Manuscripts and Archives Reading Room
- Social Science Library third floor
- The exhibit cases at the Beinecke Library
- Geology Library Rare Book Room
- Math Library stacks/office space
- East Asia Reading Room
- Map Collection (as part of Preservation Assessment Report).

A year's worth of environmental monitoring was completed for the Kline Science Library. Temperature and relative humidity monitoring has begun for the Conservation Lab and Cataloging and Metadata Services this year and will be completed in the spring and summer of 2008, respectively. Ongoing monitoring of the SML stacks tower and Mudd Library basement locked stacks continues.

Monitoring of light levels was completed for the exhibit cases in the Beinecke Library in preparation for renovating the exhibit cases. Light levels were also recorded in the new East Asia Library to decide where new artwork should be placed in the renovated space.

HVAC Consulting/Liaison

Kennedy's liaison/consulting opportunities for the libraries included the Arts Library and the Engineering Library. In connection with the Arts Library construction, Kennedy consulted with the Director on specifications for the exhibit cases in the new Arts Library. She also assisted the Engineering Library with an air conditioning malfunction, acting as liaison between Facilities and Library staff.

With regards to the broader University, Kennedy assisted Berkeley College Library in identifying the source of their mold problems: her analysis and recommendations resulted in Yale hiring forensic engineers (through John Bollier, Vice President, Facilities) to

investigate the moisture drainage problems in the building, which resulted in finding numerous leaks. This also resulted in an upgrading of the fan coil units (providing dehumidification) in the two basement rooms of the Berkeley College Library and Seminar Room.

Library Construction-Related Projects

With help from Sarah Burge and East Asia Library staff, Kennedy coordinated the move and rehanging of Benjamin Franklin Collection framed objects in the SML 2nd floor corridor. These items were moved out of the corridor to accommodate work from the East Asia Library renovation.

The Cross Campus Library renovation caused construction dust settling on collections housed in Sterling Memorial Library Room 3. Kennedy wrote up a cost analysis to show different options for costs in performing the cleaning work. The construction company chose to use their own staff, so Kennedy trained Barr & Barr construction staff to clean books in Room 3.

Staff Training

Kennedy assisted Ian Bogus, Head, Collections Care, in the training of Collections Care staff and student workers in book repair techniques.

Emergency Preparedness, Disasters, and Planning

Working with the Emergency Preparedness Task Force (Sarah Burge and Renee Cawley), Kennedy created and distributed the Library Employee Emergency Flip Guide to nearly all Library staff, including Medical, Beinecke, and Law. This Guide is designed to assist with “first response actions” in an emergency situation. It is to be kept at all Library staff phones and in public areas. This Guide is being considered as a template for use by University Security campus-wide.

The Emergency Preparedness and Response Guide is currently being edited by the Emergency Planning Task Force and assembling the Library Emergency Phone List and floor plans for all of the Libraries.

Kennedy played a leading role and/or participated in the following collection emergencies:

- July 17, 2006: an A/C condensation pan overflowed and dumped into air supply duct, onto the roof and then into SML stacks tower. Over 2,000 items in the stacks tower were affected, and recovery assistance was required by the entire Preservation Department.
- January 2, 2007: East Asia construction in the custodial closet/ sink area on the second floor of SML resulted in a water leak in the Music Library. Only 12 items were affected, but over 500 items needed to be moved out of the way of the water.
- June 5, 2007: A rain leak in ceiling, due to a blocked drain on the roof of SML, caused water to run into Room 228 (Electronic Collections and Ben Franklin Collection). Five items were affected.

In all there were seven reported water emergencies this past fiscal year with a total of 197.25 hours of staff time or .10 FTE spent responding and then assisting with recovery of materials. (Appendix IV)

Preservation Outreach

As the preservation staff member responsible for outreach, Kennedy is frequently the coordinator of programs and exhibits. It was she who assembled the Job Chat PowerPoint presentation from various sections provided by the unit managers. Kennedy also created a PowerPoint presentation for the Preservation Department to present at Library Staff Orientation sessions.

For the Library Open Houses during the year, Kennedy created the handout “Preserving Your Family Papers” and also provided preservation information for the general public about their collections.

Serving as the ‘public face of the department’ Kennedy guided a student reporter for the *Yale Daily News* through the department resulting in a large article about science and technology in preservation: <http://www.yaledailynews.com/articles/view/20921>

Exhibits

The department’s exhibit, “Preservation in the Present: Your Preservation Department at Work”, was coordinated by Kennedy. The exhibit was displayed in the Sterling exhibit corridor from November 1, 2006 to the end of January 2007. Kennedy, along with Elizabeth Haugh, the department’s Administrative Assistant, wrote the press release for the exhibition.

Integrated Pest Management

On November 1, 2006, Yale University awarded a three-year vendor contract to a new pest control company, Ecolab. In conjunction with University Contracting, Facilities, Custodial and Customer Services, Kennedy was able to include an Integrated Pest Management (IPM) program as part of the contract for the entire library system, including the Lewis Walpole Library in Farmington. IPM is a method of pest control, adapted from the agricultural industry, where investigative and preventive techniques are used, with pesticides used at a minimum. Through electronic reporting, members of the Preservation Department, as well as Facilities and Custodial Services, can call up reports indicating where and in which library there are repeat pest concerns.

Collections Survey Tool

Kennedy finished a prototype for a collections survey tool in Filemaker Pro, and will be working on surveying the MSSA Reading Room and the Map Collections as trials for the tool.

Projects

Stacks Stabilization

The third and final portion of the stacks stabilization project was stabilizing the octavo and quarto volumes in the SML stacks. In total, preservation staff stabilized all books on Floors 2, 2M, 6, and partially on 6M and 7M. Many Preservation Department staff contributed to the effort. A total of 339 hours was spent on this project, with the majority in the Old Yale class 6th floor at 214 hours. In total, 7,575 volumes were stabilized. (Appendix II)

Housing/ Treatment Projects

For the Arts Libraries, Kennedy assisted several of the libraries. The Drama Library needed to rehouse drama theses and move them to the LSF. Kennedy coordinated with Susan Brady, Archivist, and CMI, a box maker, to get a book box measurer and the software to their space, and also trained staff members to use the software and send box orders. For the Art of the Book (AOB) collection, Kennedy advised on housing for some copper printing plates from the Eichenberg collection, and on AOB items needing conservation treatment. Kennedy also assisted the Visual Resource Collections with proper housing and protection for photographic collections being sent to the LSF and to a vendor for digitization. Included in the collections examined was a rare collection of acetate negatives from China.

Collaborative Projects

Together with Electronic Collections, Manuscripts & Archives and Collections Specialist, Sue Roberts, Kennedy coordinated a comparative study of a sample set of World War I posters to be scanned by three different sources. This sample was to examine the quality of using in-house resources versus outside vendors. This study resulted in the digitization of select oversized WWI posters through the Northeast Document Conservation Center's digitization services.

Needs and Challenges

The Preservation Department is working to become included in construction contract negotiations where library or library collections are involved. This is to ensure collections are better protected during construction projects that impact the library.

COLLECTIONS CARE

Ian Bogus

Head, Collections Care (started March 2007)

Staffing as of June 30, 2007:

Dawn Mankowski	Conservation Assistant	Level E
Sandra Koenen	Library Service Ass't	Level C
Ronel Namde	Conservation Assistant	Level B (hired 6/11/07)
Edna Bowman	Conservation Assistant	Level B
Laura Johnson	Conservation Assistant	Level B
Ellen Zemina	Binding Assistant	Level A

Overview

Collections Care's mission is to see to the care and repair of the Library's circulating and reference collections. Collections Care activities encompass:

- Book repair including the review of circulating and reference library materials that have been identified as damaged and repairing or rebinding material as appropriate. Other choices include boxing or returning the material to the stacks as it is. Material that would benefit from commercial rebinding is prepared for the commercial library bindery.
- Pamphlet binding using either custom-made commercial binders or custom in-house binders to bind library materials that are 1/4" or thinner.
- Commercial binding of monograph titles that have soft covers. Much of the work involves preparing item level binding instructions including title and author information and color choice, if appropriate, packing the shipment for and receiving back the volumes from the commercial binder. This consists primarily of new acquisitions, but occasionally includes binding older materials.

Activities

Although Collections Care spent much of this year in a state of anticipation, the staff has continued to work hard and staff members were able to improve their own capabilities. Roberta Pilette continued to manage the unit until March at which point Ian Bogus started work as the Head of Collections Care. Additionally, the unit lacked two important Conservation Assistant positions, one B Level and one E Level. Finally, in June, the open B Level position was filled by Ronel Namde, a recent University graduate who had been working with the Preservation Department since October 2005. Much of the final quarter in this fiscal year was spent acclimating the new head of the unit.

In order to familiarize Bogus with repair techniques when he arrived, the Collections Care staff implemented a training schedule for current techniques. They worked together to plan what would be taught with each staff member taking charge of the sessions at least once. This worked out very well and started a reevaluation of certain techniques and policies. From these sessions staff was able to share tips and tricks they had learned over the years and some misunderstandings were identified. The amount and methods of

preparing books has been modified slightly and as a result less time overall is necessary to perform treatments without diminishing the quality.

Pilette negotiated a new price with Bridgeport National Bindery. There had not been a change in the pricing schedule in two years and an increase was expected. While the new prices are fair, it will force a more discerning selection of materials to be bound.

Projects

The Vendor Review Steering Committee held three day-long sessions, one for each shelf-ready vendors being considered for the library system. Ian attended these sessions in order to keep abreast of preservation related issues related to shelf-ready materials and how the vendors handle them.

A patron from Columbia University borrowed five books from the Yale Library through ILL. Upon their return to Columbia, staff were informed that the patron's apartment was infested with bedbugs. The ILL office, Beinecke, and Preservation staff worked together to find a means to ensure that any bugs that were in the books were not brought into the Library. Ultimately, the box was brought directly from Shipping to the freezer at Beinecke where they were frozen for approximately five days to kill any live bugs. Upon completion each book was inspected and showed no signs of infestation.

As part of the Mudd Renovation Feasibility Study, Preservation staff from Field Services and Collections Care performed a cursory condition survey of all items currently stored at Mudd Library. This survey analyzed the types of materials, their condition, and recommendations on how to minimize damage during a move.

CONSERVATION LABORATORY

Gisela Noack (retired March 30, 2007)

Chief Conservator

Paula Zyats

Assistant Chief Conservator

Roberta Pilette

Interim Chief Conservator

Staffing as of June 30, 2007:

Sarah Dove	Map Conservator	M&P (extended 12/08)
Marie-France Lemay	Paper Conservator	M&P
Laura O'Brien-Miller	Conservator for Walpole	M&P
Karen Jutzi	Conservation Assistant	Level E (started 3/07)
Zenaida Lantuch	Conservation Assistant	Level D (promoted 1/07)
Lesley Santora	Conservation Assistant	Level E

Overview

Under the direction of the Chief Conservator and the Assistant Chief Conservator, the Conservation Laboratory's primary function is item level treatment and housing of rare and special collection materials. While Beinecke Rare Book Library (BRBL) is the major client, the lab treats material from all the special collections across the Library. In addition to treatment, the Lab provides support for exhibits and consults with curators and specialists. The Field Service Librarian and Lab staff work together in providing assistance Library-wide on conservation issues such as the safe care and handling of non-circulating collections and emergency response and recovery. The Lab also provides information to the public on conservation practices at Yale University Library.

Activities

Over the last year, there have been a number of notable treatments undertaken, particularly within the photographic collections of the Beinecke. Marie-France Lemay researched and designed new storage enclosures for the Palmquist collection of daguerreotypes and cased images. Lemay also advised on the handling and digitization of a large collection of early 20th century nitrate negatives in the Western Americana collection and organized a system of passive air quality monitoring of areas at the Beinecke used for storage of sensitive cased images, using silver and copper coupons. She also continued doing a condition assessment of selected collections at Beinecke, with 'quick condition reports'.

Lemay and Paula Zyats examined, reviewed and wrote a report detailing material condition and handling needs as well as outlining the exhibit guidelines for a collection on deposit at the Beinecke, the Murphy Papers collection. The collection was sent out for loan at the owner's request. The collection consists of hundreds of objects pertaining to a family who were friends and contemporaries of such early 21st century luminaries as the Fitzgeralds and Hemmingway.

The Map Conservator, Sarah Dove, completed full treatments on six oversize 18th century maps done by John Sennex. The maps were letterpress printed with hand coloring. She also treated a rare 16th century Zapotec map on deerhide by consolidating media, relaxing

creases, and housing it appropriately with slit hinges onto matboard. Dove has also completed a survey of the Map Department's Globe collection.

Projects

Bound Newspapers & Photos

The rehousing of bound newspapers and matting of photographs for the Beinecke is an ongoing project worked on by students. This year the students created 920 custom boxes and 353 storage mats.

Quick Repair Program

Lesley Santora and Karen Jutzi alternate spending one day per week at the Beinecke Rare Book & Manuscript Library, doing minor repairs on-site. This continues to save paperwork in tracking objects into and out of the Conservation Lab for treatment. See Appendix II, Preservation Department Statistics, for the number of items treated under this program.

Collaborations

Marie-France Lemay and Jean Baldwin traveled in October 2006 with the East Asian curators to meet with Conservators and Asian Art Specialists at the Library of Congress and the Freer Gallery of Art, in order to learn more about treatment, handling and storage of Asian collections.

November 2006 Lemay, Lantuch, Lesley Santora, and Zyats visited the Northeast Document Conservation Center, Andover, Massachusetts, to view their large-format digitizing set-up, and to discuss the treatment of oversize objects.

Exhibits

The Exhibits Task Force was formed at the request of Alice Prochaska, as part of the Special Collections Subcommittee headed by Martha Smalley, with Zyats as Chair of the Task Force. Task Force members are Tara Kennedy, Jae Rossman, and Tim Young. The task force was given the charge of determining the best ways to improve the existing exhibit areas as well as expand/develop additional exhibit space in Sterling. As part of improving the existing exhibit facilities, light-blocking window film was applied to the doors of the corridor exhibit cases in Sterling, which reduces the visible light by 45%, and UV light by 100%. This will help to protect the collection materials displayed in the cases. With regards to the development of additional exhibit space, after researching the best options for state-of-the-art new cases, an RFP for exhibit case design and installation was sent out to possible vendors and a favorable response received. Currently, the Task Force is awaiting further design ideas.

Numerous exhibits were mounted during the year and take a tremendous amount of staff time. This year over 213 hours or .11 FTE of staff time were devoted to Beinecke exhibits and 153 hours or .08 FTE were devoted to Sterling exhibits. There were eight major exhibits at Beinecke and eight exhibits at Sterling that the Conservation staff worked on.

Conservation staff reviewed and treated material for exhibits, mounted and supported objects, planned and installed exhibits for the Beinecke and for Sterling collections. Conservation is also responsible for training Sterling staff to make and mount labels, and to prepare cradles and supports for objects. Generally, all conservation staff are involved in treatment of objects for exhibit. However, until Gisela Noack's retirement she handled the mounting of exhibits. With Noack's retirement, Zyats and Karen Jutzi have taken over the bulk of the work, with Santora helping to train other Library staff.

Staffing

The Conservation Lab has one conservator position that is term, the Map Conservator. Making this position permanent and adding at least one book position to handle non-Beinecke special collections is a priority as it is an important step in being able to fulfill our mission. Expanding the reach of conservation treatment into all special collections is a priority and important to the Department's and Library's mission of preserving its collections.

In addition, a temporary Exhibits Conservator position has been created to help relieve the staff of some of the exhibit work. The position will be filled in the coming fiscal year. With the level of exhibits that the Library does across the system, this is an important position as exhibiting library collections can put undue strain on materials at the very least or cause serious physical damage at the worst if not done properly.

REFORMATING and MEDIA PRESERVATION (RaMP)

David Walls

Preservation Librarian

Staffing as of June 30, 2007:

Stephanie Sherry	Acquisitions Assistant	Level D
Van-Yen Huynh	Acquisitions Assistant	Level C
Agnes Wnuk	Cataloging Assistant	Level C (term ends 12/07)
Edith Fortes	Acquisitions Assistant	Level B
Gareth Gibson	Library Service Ass't	Level B

Overview

Reformatting and Media Preservation (RaMP) is responsible for working with collection curators, bibliographers, and selectors to reformat brittle books and media. Reformatting generally results in a surrogate. The coordination and overseeing of the production or purchase of an appropriate surrogate is a key operation for this unit. Surrogates may be microfilm, paper, or digital for text based items; multi-media surrogates are generally digital.

RaMP also coordinates the library's mass deacidification program.

Activities:

This was a transitional year for the RaMP Program. One of the last purely microfilm based preservation reformatting projects, *Preserving the Salisbury Collection in Near Eastern Studies*, funded by the National Endowment for the Humanities (NEH) was completed having microfilmed 2,124 volumes from the Salisbury Collection. While reformatting was a major part of the project, Kennedy reviewed all Near East materials pulled from the stacks. She selected items to be repaired and rebound (369), and deacidified (881) completing the work in April 2007.

The *Yale Daily News* Digital Conversion Project has converted the Library's brittle volumes into a searchable database of online digital content. This project, as well as other planned media conversion projects, has positioned RaMP as a key player in the development of digital resources for the Yale University Library. RaMP has revised workflows to include quality control of digital images produced as part of the *Yale Daily News* online and RaMP staff conduct QC routines for both scanned images as well as the paper surrogate copies.

Bibliographic Control

Agnes Wnuk has finished cataloging all of the backlog microfilm stored within the Preservation Department and has transferred the backlog of master negatives to Iron Mountain for storage. The second phase of the microfilm transfer project has begun with the transferring of duplicate negative microfilm from the basement of the Seeley G. Mudd Library to the Library Shelving Facility (LSF). Stephanie Sherry, Wnuk, and David Walls have worked the Catalog Management Team to ensure that following the

correct procedures for transferring microfilm to the LSF have been followed. A total of 6,481 reels of microfilm have been transferred.

The 583 MARC field was approved for use by the Catalog Department. In FY08, Wnuk, Sherry, and Walls will be working with the Catalog Department to implement the 583 field in a pilot phase within RaMP to determine how the 583 MARC field information will be recorded and made available to in both the staff and public catalog modes.

Sherry and Walls are working with Youn Noh, from Cataloging Metadata Services to create a workflow for automatically ingesting and cataloging the digital reproductions from our vendors.

Projects

The scanning project of Joseph Sabin's *Bibliotheca Americana*, done with Primary Source Microfilm (PSM), is in its final phase. First started in November 2005, this project has allowed us to learn a great deal about the design of a large scale scanning projects. Over time the physical selection criteria has changed resulting in less damage to volumes but also a higher percentage of volumes not able to be scanned due to fragility. Workflows have also been reviewed and adjusted and a general tightening up of how materials are shipped to and from the facility. All this has proven useful in planning for the Library's future mass scanning projects.

Sherry and Walls have been working with the WWI Project Group, and the Metadata Services Group to catalog and scan a sample set of 50 pamphlets and six books for ingest into the Digital Repository Service's online volumes database in VITAL.

RaMP staff have also worked with Richard Warren of the Historic Sound Recordings Collection, Yale's Center for Media Initiatives, and the WWI Project Group to copy WWI era recordings onto DVD. The DVD copies were outsourced to a vendor who converted them into MP3 files for ingest onto a server.

This year bibliographers agreed to allow RaMP to scan and produce paper surrogates of brittle volumes without a selector's review. This significant achievement allows RaMP to process the volumes at a faster rate thereby reducing the backlog of brittle volume awaiting reformatting.

New Technologies

The HF Group has been added as a new vendor for scanning books and pamphlets this year. Samples of WWI collection pamphlets were sent to HF as well as ACME and Bridgeport National Bindery as a test of the vendors' abilities to deliver scanned pages with searchable pdfs and metadata in an XML file. The HF Group is the only one of the vendors to consistently use a Kirtas machine to produce the majority of their scanned images. This will reduce the time required to scan and produce a facsimile of a brittle book while also improving the quality of the digital image files for ingest into the Library's Digital Repository.

Approximately 300 digitized books from our brittle books reformatting work were chosen for ingest into the Library's Vital/Fedora system under the new Digital Repository Services Program. Walls is working with core members of the Digital Production Integration Program (DPIP) to work through the various issues presented by this new technology.

The reformatting and presentation methodology that David Gewirtz and Walls developed for the Yale Daily News Digital Conversion Project has been a complete success. Test pages have been successfully scanned and represented in Content DM. The first 13,000 pages of the YDN will be scanned and added to Content DM in September 2007. We have established a state of the art method for presenting newspapers and other serialized material in a web accessible database that allows for accurate searching based on the metadata and OCR alone, without the need for a specialized thesaurus of search terms.

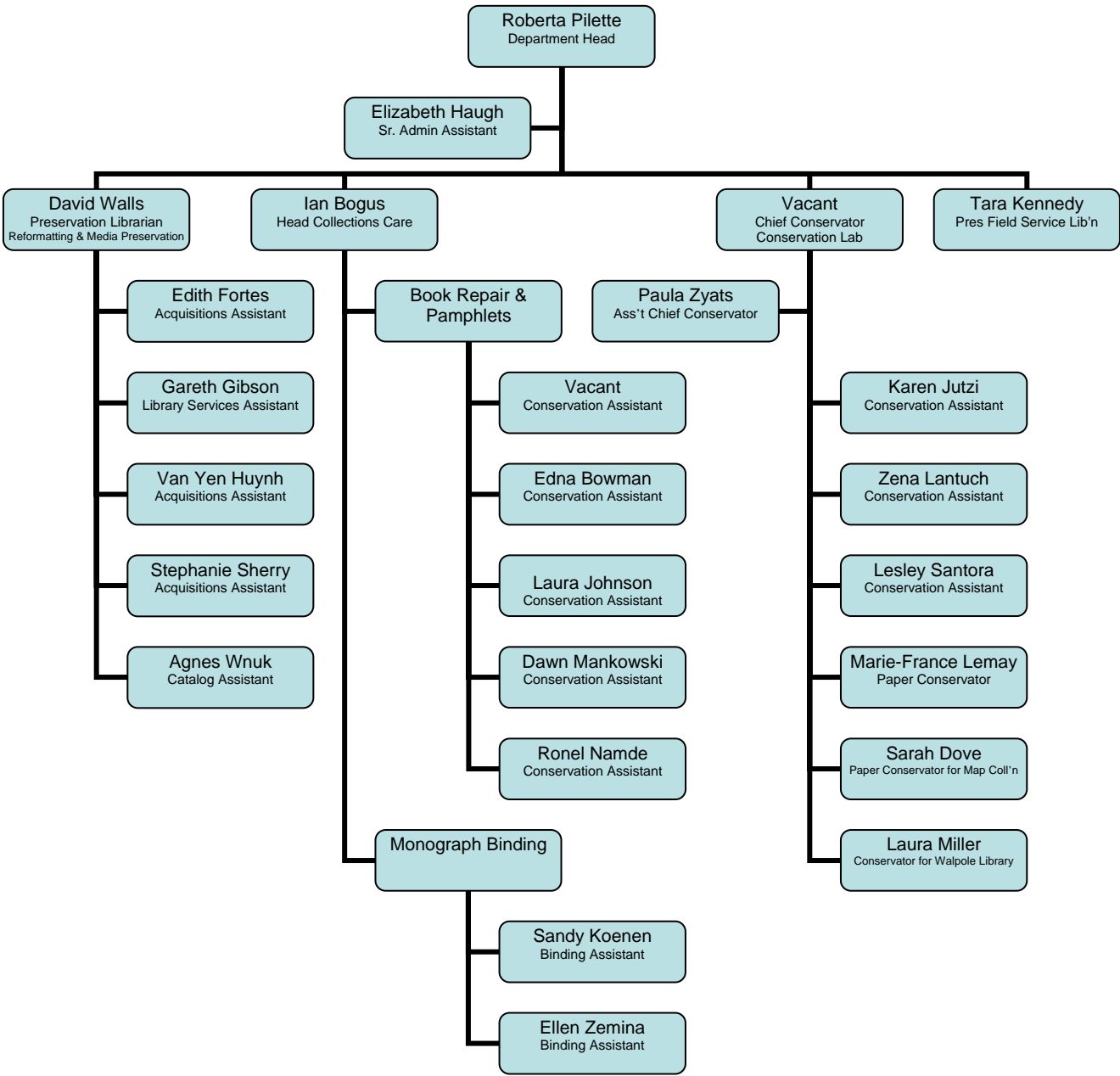
Equipment and Technology

With the purchase of 16 mm spindles for the hand crank film winders and 16mm and 35mm detachable reels and cores for viewing and rewinding motion picture film, RaMP staff are now able to safely handle motion picture film. Handling such film is necessary in order to view prior to making decisions on whether to reformat such materials.

Needs and Problems

The acoustical tile ceiling in the RaMP Program office continues to be a problem. Physical plant staff came to look at the ceiling and took a sample of the adhesive to determine if there was asbestos in the adhesive. We have never been told of the results, despite having asked several times. The lack of communication and information has had the unfortunate result of convincing most of the RaMP staff that the sample is full of asbestos and that they are intentionally being kept in the dark about the situation. This is unfortunate, but understandable given the circumstances. I hope that this situation can be resolved this year.

Appendix I Program and Staff Organization Chart



Appendix II
Preservation Department Statistics
Fiscal Years 2005 - 2007

Treatment	FY05	FY06	FY07
<i>Volumes treated</i>			
CCP	3,908	1,459	1,360
Conservation lab	310	563	258
Quick Repair	--	158	124
<i>Unbound/flat items</i>			
CCP	0	0	0
Conservation lab	324	666	380
Pamphlets/Pockets	12,669 ¹	8,916 ²	5,640 ⁴
Book jackets	579	602	399
Monograph binding total	44,694	27,928	20,594
Phase boxes/wrappers	1,163	1,168	561
Clamshell/drop-spine boxes	23	3,533 ³	635
Mats	263	260	530
Cradles/bookmounts	77	158	97
<i>Special Project [stack stabilization]</i>			
Volumes tied			3,813
Volumes w/bookjacket			3,762
<i>Encapsulations</i>			
Flat/unbound items	316	216	90
Volumes	1	0	0
number of leaves	48	0	0
<i>Microfilm</i>			
Volumes	641	1,483	4,074
Titles	151	353	1,099
Frames	160,739	343,921	
<i>Reformatting Multi Media</i>			
Film/video	52	9	0
Audio	2	0	0
<i>Preservation Photocopying</i>			
Volumes	248	494	90
Titles	196	256	188
<i>Mass Deacidification</i>			
Volumes	3,630	6,650	6,345
Unbound/flat items	331	425	1,117
Total Vols/Items treated	69,154	54,521	49,903

¹Increase reflects processing of pamphlet backlog by commercial bindery

7,470 pamphlets bound in-house

5,199 pamphlets bound by commercial binders

²5,143 pamphlets bound in-house

3,773 pamphlets bound by commercial binder

³ Increase in boxes reflects one time project to stabilize items in SML for moving.

⁴ 3,262 pamphlets bound in house

2,378 pamphlets bound by commercial binder

Appendix III
Yale University Library
Preservation Department
2007-08

Goals

1. Continue to promote the Preservation Department and its services.
 - a. Institute regular tours for staff, faculty & the public
 - b. Develop a basic preservation course for all library staff
 - c. Develop an information brochure about the department
 - d. Update the department Website
 - e. Make regular contributions to Library publications
 - o Preservation column in *Notabene*
 - o *Library Links*
 - o *Alumni Magazine*
2. Explore ways to develop improved workspaces
 - a. Hire consultant to analyze workflows
 - b. Consult/visit other operations
 - c. Reorganize spaces as a result of workflow analysis
 - d. Improve documentation of work process
3. Develop better inter-unit relationships
 - a. Social activities
 - o Lunch picnic – summer
 - o Holiday party – winter
 - b. Explore a time management course that is keyed to non-office operations
 - c. Improve documentation of projects

Reformatting and Media Preservation

1. Review and document the tasks, procedures, and lines of communication with other library staff that are necessary to efficiently perform each job in the RaMP Program.
2. Using Meeting Maker or similar scheduling software, develop a method of tracking individual projects for our Library and University customers by the end of this fiscal year.
3. Develop a script outline and regular set of items for display that can be used by staff to give tours of the RaMP Program by the end of this fiscal year.

Conservation Lab

1. Develop an online condition/treatment report—fully operational by June 2008
 - o Design forms—September 2007
 - o Hire student to design database—possibly during summer, certainly fall 2007
 - o 3-6 months rollout

2. Improve workspace layout
 - Design and have built a light table
 - Explore new set up for photo doc
3. Work on time management; with view towards:
 - Improve efficiency
 - Schedule 1 hour/week of professional development time
 - Propose a training session on the topic for the whole department

Collections Care

1. Hold open houses for Collections Care
2. Perform cross training within the unit
3. Document all the processes in Collections Care including the monograph binding area.
4. Field trips/tours of libraries that have collections and faculties similar to Yale's, to see how they do treatments, set up their labs, and what things they use. Libraries such as:
 - New York Public
 - Columbia
 - Harvard
 - MIT
5. Fully train all repair staff on all current repair techniques

Appendix IV

**Events Requiring Emergency Response
FY 2007**

Date	Where	Library Materials Affected	Library Staff hours used in response & recovering materials (hours)
July 17, 2006	SML Stacks 7M-5M	Books and pamphlets (2,153 items)	160
July 20, 2006	VRC	None	.5
August 14, 2006	Math Library, Room 227	Books (43 items)	9
August 28, 2006	Cataloging Area	Books (74 items)	8.75
January 2, 2007	Music Library, Office Area (1MB) near Emergency Exit	Books (12 wet items); 500 items had to be moved	12
June 5, 2007	SML Room 228 (Franklin Collection and Electronic Collections)	Framed artwork, documents, reverse painting on glass (5 items)	4
June 6, 2007	Law School Registrar's Office	60 files	3
		Total Staff hours:	197.25