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Preservation Working Group Minutes for August 16, 2007

Consortium of Academic and Research Libraries in Illinois

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Preservation Working Group

August 16th, 2007

University of Illinois at Urbana-Champaign

Members Attending: Kathy Boyens (Olivet Nazarene University), Kim Hale (Columbia College Chicago), Anne McKearn (Aurora University), Alyce Scott (Illinois State Library), Jennifer Hain Teper (University of Illinois at Urbana Champaign), Lynne Thomas (Northern Illinois University)

Staff Attending: Elizabeth Clarage

Guests: Margaret Chambers (CARLI)

I. Review Agenda The agenda we reviewed and one change (deletion of redundant listing of wiki review) was made.

II. Introductions

Introductions of new and returning members of the PWG as well as Elizabeth Clarage and Margaret Chambers from CARLI were made.

III. Review of wiki

Margaret Chambers reviewed existing CARLI wiki formats and general guidelines. The group agreed to a private wiki for now and to have public information posted to their website. Logons and passwords will be distributed after the wiki page is set up.

IV. Select minute taker

Jennifer Hain Teper offered to take minutes.

V. Select/Elect Chair for 07/08

Alyce Scott was nominated to serve a second term as chair but was concerned about her available time to devote to the group. Jennifer Hain Teper self-nominated herself as chair and was voted as such unanimously.

VI. 2006-2007 End of Year Report

The End of the Year report was reviewed and no changes were made. Some discussion followed, however, covering the following topics and actions:

- Possible coordination or collaboration with the Digital Collections Users Group in offering a Project Planning and Preservation for Digitization Projects workshop. Alyce will talk to Amy Moroso about this;
- Possible support for the disaster planning element required of all LSTA grant recipients (Jennifer will check into what is already in place for this);
- Addition of more useful and dynamic information on our website related to topics asked for in the workshop reviews (Lynne will look into this).

VII. PWG Mission and webpage

The group thought that the website and its mission for the group was still accurate. Elizabeth will edit the "coordination" section to update.

VIII. Workshop evaluations

- Overall, the group found that the reviews were positive;
- We suggested that the repair workshop be offered annually or biannually if attendance wanes;
- An intermediate level repair workshop should be investigated, but offered with the caveat that certain equipment is necessary to carry out these repairs (i.e. expensive book presses);
- Other ideas for future workshops were also considered:
 - Disaster planning
 - Digitization planning (mentioned above)
 - Mold, insects and integrated pest management
 - Paper repairs
 - Protective enclosures
 - Children's books care and repair
 - Grants planning for preservation
 - Special collections on a shoestring

Of these, the special collections workshop garnered the most positive response and we will propose two workshops for spring of 2008 to be held potentially at Northern Illinois University and Wesleyan University over the March spring breaks. Jennifer will contact IWU and Lynne will check on availability at Wesleyan.

For all workshops, if we do have a registration fee, Elizabeth stressed that it should be at least \$50 per attendee to cover that cost for processing registration fees.

IX. Connecting to Collections: Planning Grants

Jennifer summarized the idea behind the grant opportunity and the group agreed that they would support participation in the grant. Elizabeth would check with the CARLI office to see about potential financial support.

X. Meeting schedule for 2007-2008

Two meetings will be held per year in person (August and February). The February in-person meeting will take place in the Chicago area. Conference calls will be held every two months on the first Monday of the month, in October, December, April, and June.

XI. Other items

None