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# Preservation Working Group Minutes for February 4, 2008

Consortium of Academic and Research Libraries in Illinois

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## Preservation Working Group Minutes

February 4, 2008

Columbia College, Chicago

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

#### I. Review agenda and elect minute taker

The agenda was reviewed and October 15, 2007 minutes question added. Kathy Boyens offered to take minutes.

#### II. Draft October 15, 2007 minutes

The minutes on the wiki now link to a blank page. Committee members will look through their files to see if a copy can be found, so that the minutes can be recreated for the wiki and website.

#### III. Approval of minutes from December conference call

Minutes were reviewed and approved. Elizabeth Clarage will post them to the CARLI website.

#### IV. Review of current status of registration and preparation for two spring programs (Special Collections on a Shoestring)

- Agenda: Clarifications and additions to the agenda: Registration begins at 9:30 and the workshop at 10:00 am. There will be morning and afternoon breaks, a Q & A session after the afternoon session, and an optional tour of the site's special collections after the workshop. Elizabeth will send a note about the tour when reminders go out to registrants. The topics under "Simple In-House Treatments" in the afternoon session will be added to the agenda for the day and on the website to clarify what attendees can expect. Elizabeth will pull together the agenda and link it to the wiki.
- Packets: CARLI will take care of name badges and packets with handouts. All handouts need to be submitted by March 3 for inclusion in the packets. The workshop evaluation form will include a short list of possible topics for future workshops.
- Content: Emphasis will be on print but will touch on photographs too. Non-book formats would require a separate workshop. Examples of the kinds of materials discussed in the workshop (what they could encounter, low-budget repairs, etc.) will be displayed on tables for attendees to review during breaks.

#### V. Review and potential approval of annotated webliography from wiki

- The webliography will be reorganized:
  - Purpose statement
  - General topics:
    - Big resource providers/overview sites: NEDCC, SOLINET, CCAHA, Cool, Library of Congress, National Archives, National Park Service, CCI, AIC. Links to specific resources from these providers will be added under individual topics in the list. By February 18, each working group member will review an overview site and add a list of individual topics to the wiki (linked from the Preservation Links section) for the group to select. By March 3, all members will review these lists and add initials to topics we believe should be highlighted, i.e. have direct links from the webliography.

- Vendors
- Blogs and listservs
- Links to glossaries/definitions (e.g., ALA's new definition of digital preservation)
- Jennifer will re-order the list and add placeholders for topics we want to add. We will review (final?) at the next meeting. Elizabeth will send reminders about our Feb. 18 and March 3 deadlines.
- The actual website will live on the CARLI site. The group will add a link from the Illinois WebJunction site to the bibliography on CARLI's site, as well as annotated descriptions of our group and our webliography.

#### VI. Updates and discussion of the IMLS Connecting to Collections state-wide planning grant

- Overview of current status: Jennifer, who co-chairs this initiative, stressed that this is a planning grant. The emphasis on disaster training ties in with the state library's per capita project. The purpose of the grant would be to provide support for organizations to participate and to bring key people and institutions to the table. The state library recommends a goal of establishing an RAP (Regional Alliance for Preservation) for our geographic area. Illinois currently has no regional service provider and no resources already in place (such as NEDCC and Solinet). To roll in sustainability, two level plans are proposed: (1) build in low-cost options (even if grant is not awarded) and (2) \$500,000 to implement the plan. Current projects include training videos (linked off the web page), an antiques road show concept to create awareness of what is being done, bringing in consultants from other regional providers, and persuading legislators of the needs. The next meeting is in mid-February.
- Suggestions from our group: (1) Would it be possible to collaborate with other unserved states on providing services, or is this outside the scope of the grant (for individual states)? (2) Consult the report written by the task force which preceded our working group. (3) Affirm our working group's commitment to provide education and training, on a limited basis.

Other possible funding sources: Jennifer asked if CARLI might consider offering preservation grants, similar to cooperative collection awards. She will gather some concrete examples of success stories (e.g., New York State). We could submit this idea and its scope to the CARLI Product and Services Vetting Committee. Alyce suggested that we could also consider submitting an LSTA grant, which could be ongoing for five to ten years.

#### VII. Potential fall programs/forum/workshops

The following topics will be listed on the March workshop evaluation forms. Attendees will be asked to rank their interest.

- Fire Service Institute book burning – Jennifer will investigate costs. Best in August?
- A-V preservation – related to Jennifer's current grant, which includes statewide workshops that could be run through CARLI
- Disaster planning
- Digitization/digital migration
- Mold/bugs/vinegar syndrome – "Preservation's Bad Salad"
- Grants and other funding sources – could collaborate with another CARLI group
- Repeat basic repairs workshop – possibly 2-day event: Day One Basic, Day Two Intermediate Repairs
- Intermediate book repairs (if not 2-day event)

Later topics might include a full day on surveying collections for preservation, with the morning covering general surveying and the afternoon covering specific topics (AV, photos, etc.)

## VIII. Other business

- Elizabeth reported that on April 11 the Collections Working Group is hosting a “Nuts and bolts on Institutional Repositories” program at UIC, Student Center East, 9:30 am to 4 pm.
- Our next meeting is a conference call on April 7 from 10 am to noon.