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# Preservation Working Group Minutes for September 9, 2008

Consortium of Academic and Research Libraries in Illinois

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## Preservation Working Group Minutes

September 9, 2008

CARLI Office, Champaign, IL

**Members Attending:** Kathy Boyens (Olivet Nazarene University), Lynn Daw (Monmouth College), Kim Hale via conference call (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. Susan Singleton appeared briefly.

### **I. Select minute taker.**

Kathy Boyens offered to take minutes.

### **II. Select chair for 2008-2009.**

Lynne Thomas was nominated as chair. Approval was unanimous.

### **III. Introductions.**

New member Lynn Daw from Monmouth College was introduced to the group.

### **IV. Old Business**

Review/Distribution of 2007-2008 Annual Report: Report was approved with no changes. Next year's report will need to be submitted by the end of May 2009.

Review of Preservation Webliography and Maintenance (<http://www.carli.illinois.edu/mem-serv/collman/collman-pres/pres-weblio.html>).

Webliography is in maintenance mode now.

Topics need to be checked on regular basis. Each member of working group will check 2-3 topics every two months (prior to next meeting). Lynne Thomas will send reminders a week before meetings. If a link is broken, try to find correct address. If cannot be found, remove the entry. Send any suggestions for new links to the group first before adding. Changes should be sent to CARLI support [or sent to Elizabeth to forward]. Distribution of topics:

Kathy Boyens: Assessment Planning, Legal Issues, Library Binding.

Elizabeth Clarage: Exhibits, Protective Enclosures and Storage.

Lynn Daw: Disaster Planning and Response.

Kim Hale: Supply Vendors, Blogs and Listservs, Glossaries.

Anne McKearn: Special Collections and Archives, Training, Other.

Alyce Scott: General Preservation and Conservation Resource Sites; Mold, Pests, and the Environment.

Jennifer Hain Teper: Audio-Visual Preservation, Book Repair and Conservation.

Lynne Thomas: Digital Preservation and Digitization for Preservation, Grants and Development.

Publicizing: Lynne Thomas will write a short blurb about the webliography for the CARLI newsletter and submit it by the end of September. The group will request that an announcement will also be added for the annual meeting in October.

Review of Programming for 2008-2009:

Fire Services Institute Burn Simulation and Recovery.

Consider having two sessions and capping attendees at 20 to allow for hands-on (not including those presenting and assisting). Cap at two attendees per institution.

Proposed dates: June 2, 3, 4, 9, or 11 of 2009. Jennifer Hain Teper Thomas will check dates.

Proposed agenda:

10-11 am: Disaster planning

11-noon: Introduction to salvage, talk from fire marshall, DVD on library burning

Noon-1 pm: Lunch

1-2 pm: Simulated burning

2-3 pm: Salvage/recovery, with hands-on experience. Will require lots of assistance (members of working group to staff stations)

Possible presenters: Jennifer Hain Teper, Alyce Scott, expert from NIU with experience in distributed disaster planning.

Materials: Handouts, packets, "salvage wheels," "Salvage at a Glance" brochures.

Timeline: Need to have proposal to CARLI by mid-November.

Media/Photographic Workshop: Possible options:

CCAHA AV Workshop – "Race against Time:" Anne McKearn has attended. Jennifer Hain Teper shared results of her investigation. Full 2-day workshop would cost \$15,000 but could reduce to one-day for 50% of cost (two speakers only). Consider hosting at Chicago venue (UIC or Columbia). Elizabeth Clarage recommended submitting a proposal to the CARLI Program Planning Committee even though the details are

sketchy to see if the concept is feasible.

One-day workshop with photography and AV sessions: Sarah Stauderman of the Smithsonian will be at UIUC next year; Jennifer Hain Teper will check to see if she might be interested in doing a morning or afternoon session on AV (identification, prioritizing, basic preservation tips). Attendees could be asked if they would be interested in the CCAHA event. Elizabeth Clarage will draft a Survey Monkey survey to find out how many would be interested in this one-day workshop.

IMLS Connecting to Collections Grant: Jennifer provided an update on this grant process. Only one grant per state will be approved. The advisory committee (which has diverse membership) is asking for a \$40,000 preservation planning grant with a goal of organizing disaster planning and recovery across the state. Grants are to be submitted by mid-October, and recipients will be announced in the spring.

## **V. New Business**

CARLI Chair Meeting: 8 am on Oct. 24 prior to CARLI Annual Meeting in Champaign. This will be an awareness session.

CARLI Newsletter: Provide short blurbs (about 3 paragraphs each):

1st topic: Overview of Preservation Working Group role (preservation education) and description of webliography. Lynne Thomas will write and submit by end of September.

2nd topic: Tape is evil – Alyce Scott (by end of October).

3rd topic: ILL concerns – Anne McKearn (by end of November).

4th topic: Mold – Jennifer Hain Teper (by end of January 2009).

5th topic: Blogs – Lynn Daw (by end of January 2009).

6th topic: Steal this idea (preservation project ideas) - unassigned

Meeting schedule for 2008-2009: Meet every two months, 2 in person and 4 conference calls.

Oct.6 (Monday): conference call – 10am-noon

Dec.8 (Monday): conference call – 10am-noon

Feb.2 (Monday): in person meeting (at Aurora?) – 10:30am-2pm or 11am-3pm. Schedule summer conference call and fall in person meeting.

April 20 (Monday): conference call – 10am-noon

Our next meeting is a conference call on October 6 from 10 am to noon.