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Preservation Working Group Minutes for February 1, 2010

Consortium of Academic and Research Libraries in Illinois

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Preservation Working Group Minutes

CARLI Office, Champaign

February 1, 2010

Members Present: Rob DeLand, VanderCook College of Music; Kim Hale, Columbia College Chicago; Anne McKearn, Aurora University; Julie Mosbo, Southern Illinois University Carbondale; Jennifer Hain Teper, University of Illinois at Urbana-Champaign; Lynne Thomas, Northern Illinois University, chair

Members Absent: Lynn Daw, Monmouth College

CARLI Staff Liaison: Elizabeth Clarage

1. Rob DeLand volunteered to serve as recorder

Announcements

- The “On the Front Lines” Conference hosted by the Illinois State Library at the University of Illinois at Springfield in March 15 - 17, 2010 will have several preservation related programs. Lynne Thomas and Jennifer Hain Teper will be presenting as will Brad Bone of the Illinois Fire Service Institute, he presented at the Preservation WG workshops last year. The registration fee is \$15 for entire conference.
- Jimi Jones, the presenter for the Preservation Working Group workshops in April, has accepted a new position with the Library of Congress. He still plans to host his April 30, 2010 webinar as previously planned. He may be able to do the in-person workshop but that is still up in the air.
- CARLI staff will be taking furlough days this spring.
- UIUC is to become a Google Library. UIUC prepares the books, and Google picks up & scans them.

2. Minutes from November 1, 2009 conference call were approved.

Old Business

3. 3. Preservation Webliography

1. Send any updates for the webliography to Elizabeth by February 12, 2010.
2. The group reviewed five new links that were proposed previously. The group approved the changes. Group members were assigned the task of descriptions to accompany the links as indicated on the groups wiki. These should be completed by February 16, 2010.
3. Julie proposed a few new additions to the webliography. She will add these to the group's wiki for discussion at the next conference call.

4. CARLI Newsletter Contributions

1. January issue <http://www.carli.illinois.edu/mem-serv/comm-dev/carli-news1-21-10.html> discusses Vacuuming Books/Stack-Cleaning.
2. “Plants” needed by Feb. 15th for February Newsletter. Kim will write.
3. The group discussed the topics that will be written in the next few months. Wanting to put information out prior to Preservation Week and May Day, the order of future articles changed. Lynne will write about "Disaster Kits" for the March newsletter (due in February), Rob will write about "Preservation Week / May Day" for the April newsletter (due in March), Anne will write about "Low Cost Environmental Monitoring" for the May newsletter (due in April), Lynne will write

about "Working with library friends/donors (adopt-a-book)" for a summer newsletter (due in May), and Jennifer will write about "Private conservators" for a summer newsletter (due in June).

5. AvSAP Spring workshop details (see January CARLI Newsletter for details). Jimi Jones is the presenter. The agenda is not yet finalized.

New Business

6. The CARLI Program Planning Committee approved two preservation related programs that were submitted by the University of Illinois at Urbana-Champaign Library. CARLI will sponsor the registration fees for ten members to attend either (or both) "Introduction to Digital Preservation" (2 days) and/or "Preservation Metadata" (2 days).

The UIUC Library is working with Nancy McGovern who developed the original NEH funded program at Cornell University. The workshops will be offered April 12-15, 2010.

Joanne Kaczmarek is coordinating the program with CARLI.

The Preservation Working Group was asked by CARLI if it would review and select applicants for this program. The Group agreed. The group determined that a simple questionnaire with basic information would be the application process. Information to be asked includes contact information, a brief statement on how this training will benefit the attendee and his/her institution, a way to indicate which program that the applicant wishes to attend, and the applicant's supervisor's contact information.

The group determined the schedule needed for the applications so that those selected would know one month prior to the program. All applications need to be received by March 4. The Preservation Working Group will meet by conference call on Tuesday, March 9 from 11:15 - 12:15. Applicants will be notified by March 12, 2010 on the status of their application. Elizabeth will post applicant information on the group's wiki for reviewers to see and comment dynamically.

7. Digital Preservation Task Force – Review of White Paper took place during lunch and discussion after, from 12:45 to 1:20pm. Several details were questioned and discussed; and clarifications suggested and captured by the authors. The task force will meet again at the end of the month to go over the final draft before submitting it to the Products and Services Vetting Committee.
8. Julie Mosbo was elected as the Preservation Working Group chair for 2010-2011.
9. The group had a request from Tom Dorst about the group's newsletter article on "Protecting Interlibrary Loan Materials." Some people have had some issues with jewel cases or other packaging material being damaged during shipments through ILDS. Anne as the original author of the "Recommendations for Protecting Interlibrary Loan Materials" will add a disclaimer to the beginning of the article that normal use of materials does cause wear and tear.

Other business

Next meetings:

Tuesday, March 9th from 11:15am to 12:15pm

Monday, March 29th (10am - noon) conference call – brainstorm next meeting dates and plans for fall programming

Monday, May 3rd (10am - noon) conference call - if we need it.

Meeting adjourned at 1:37pm