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# Preservation Working Group Minutes for March 29, 2010

Consortium of Academic and Research Libraries in Illinois

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## CARLI Preservation Working Group

Conference Call

March 29, 2010

Minutes

**Members Present:** Lynn Daw, Monmouth College; Rob DeLand, VanderCook College of Music; Kim Hale, Columbia College Chicago; Anne McKearn, Aurora University; Jennifer Hain Teper, University of Illinois at Urbana-Champaign; Lynne Thomas, Northern Illinois University, chair

**Members Absent:** Julie Mosbo, Southern Illinois University Carbondale

**CARLI Staff Liaison:** Elizabeth Clarage

### 1. Recorder

Jennifer Hain Teper volunteered to serve as recorder for the meeting.

### 2. Announcements

- White paper from the subcommittee comprised of members from the Preservation Working Group and the Digital Collections Users' Group on Digital Preservation was submitted to CARLI (to the Products and Services Vetting Committee). If approved, will then move to CARLI Board. Thanks to all who helped with the project.
- Lynne Thomas will send a draft of PWG 2010 Annual Report for review by the committee within the next few weeks.
- Anne McKearn is retiring at the end of August. She will be working part-time at her institution in technical services. She is also rotating off this group at the end of June.

### 3. Minutes from last meeting: *'final approval.'*

- One minor change made by Elizabeth.
- Please review and initial so they can be formalized.

## Old Business

### 4. Preservation Webliography

- all links checked recently (at least those who reported checking)
- all SOLINET links dead need to be changed to Lyrasis.
- No new links proposed.
  - Two blurbs for last month's approved links still need to be posted. Elizabeth will double check that they have not already been submitted. And, if needed, will contact the people who volunteered to write the descriptions.

### 5. CARLI Newsletter

- Anne's contribution on environmental monitoring is coming up in April.
- Elizabeth will check on timing of the newsletter. The working group agreed that the May Day contribution should be in a newsletter prior to May 1st, so will rearrange the newsletter posts to accommodate.

### 6. AvSAP Spring Workshop

- A webinar will be held on May 24th. Jennifer Hain Teper will teach the workshop.
- Jennifer and Elizabeth will set up the webinar technology to test with the committee members during

the next PWG conference call. Elizabeth will need to reserve the "room" / webinar space on the CARLI calendar.

- The next preservation conference call (May 3) will devote 10-15 minutes to testing the webinar software.
- The May 3rd test will be with both Jennifer and Elizabeth in their offices to determine if the webinar needs to be broadcast centrally from the CARLI office or may be done at different locations.

## **New Business**

### **7. Digital Preservation TF update**

- No word back from the Products and Services Vetting Committee

### **8. Dorst ILL protection request status**

- Anne wrote some supplemental text to fulfill this request and submitted to Elizabeth.
- Elizabeth reported some mis-communication with Tom Dorst, but the information is now up and resolved.

### **9. Digital Preservation workshop @UIUC.**

- The workshops are set for week of April 12th.
- Twelve applicants were selected to attend and will fill ten seats for the first workshop and nine seats at the second workshop.
- All applicants have been notified. All selected applicants have indicated that they will attend.
- Elizabeth will send list of confirmed and attending members to group.
- Joanne Kaczmarek (UIUC organizer) mentioned that there looks to be no extra seats for applicants interested in paying to attend.
- Elizabeth will ask CARLI Program Planning Committee if they need any additional evaluation in addition to what Nancy McGovern is doing.

### **10. Brainstorm next meeting dates and plans for fall programming.**

- Kim and Anne roll off at end of June (Lynne, Jennifer and Lynn on til 2011, Rob and Julie on til 2012).
- In July, as the group will have new members joining, the first meetings of the year should be set via e-mail to accommodate everyone's schedule.
- Is there a need for conference call meeting between May 3rd and start of new committee?
  - MAYBE - IFSI burn workshop proposed for summer of 2011
    - This would need to go through the CARLI program planning committee in fall 2010.
    - IFSI needs to get things on their calendar and need to go through PPC first to confirm funding (with tentative dates) before setting final dates with IFSI.
    - Put this on May agenda to look at dates and to make certain that the proposal is sent to the Program Planning Committee in a timely fashion. If needed, can schedule second summer meeting to deal with additional details.

### **11. Other workshop ideas?**

- Simple Repairs could be fall 2010.
- Topics submitted through last program?
  - summary of responses from A/V workshop evaluation form:
    - Audiovisual Self-Assessment Program #1(6), #2(3), #3(2), √(3)
    - Book Repair: Basic #1(1), #2(1), #4(1), #5(1), √(2)
    - Book Repair: Intermediate #1(2), #2(2), #6(2), #8(1), √(2)

- Collections Care #1(4), #2(2), #3(2), #4(1), #5(2), √(5)
- Disaster Planning #1(1), #4(1), #5(2), #7(1), #8 (1), √(3)
- IFSI Burn Simulation and Recovery #3(1), #6(1), #7(1), #8(1), √(1)
- Preservation Concerns while Under Construction or During Renovations, #1(1), #2(3), #3(1), #4(1), #5(1), √(1)
- Preservation Management #1(2), #2(1), #3(7), #4(2), √(4)
- Preservation's Bad Salad: Bugs, Mold, Vinegar Syndrome (& other uglies within library collections) #2(3), #3(1), #4(1), #9(1), √(1)
- Others: (#1)Sound reading preservation, legal issues of preservation, (#1)Voyager Acquisitions Training doesn't seem to be offered often enough. We have new staff that needs training. (#1)Collections Assessments Tools, (#1)How to build relationships with outreach programming. (#6)Practicalities of digitization programs equip formats considerations (#7)Access management, rights and Digital Access management for our digital and digitized collections.
- What if we combined collections care and simple repairs? Could include perhaps, curatorial stuff, collection development, environmental controls, care and handling, funding. For general collections, it could also include circulating collection needs, stack cleaning, etc.
- All day workshop probably better than half-day to make the travel to the program worthwhile.
- Should be hands-on or webinar?
  - Hands on really valuable.
  - Could we get supplies donated? (previous cost of simple repairs workshop was very high and funding for this is not certain for this coming year) - Elizabeth would need to check with CARLI to make sure this is OK before we approach them.
- Would need to get paperwork in to PPC by mid-May for mid-November workshop.
- Could we check to see if Andrew Huot would be interested in leading fall workshop for hands-on portion? Jennifer will check with him.
- First half of workshop could be panel of folks from different institutions who are doing preservation work that is less programmatic, less funded, and how they approach collections care.
  - Perhaps Anne, Lynn, and Julie as preservation expert working with limited funds?

## Other Business

- Lynn will be speaking on disaster planning today at noon.