APPLICATION FOR NEW COURSE

1. Submitted by College of Communication and Information Studies Date September 5, 2001
   Department/Division offering course School of Library and Information Science

2. Proposed designation and Bulletin description of this course
   a. Prefix and Number LIS 653
   b. Title* Preservation Management
      *NOTE: If the title is longer than 24 characters (including spaces), write
      A sensible title (not exceeding 24 characters) for use on transcripts
      Preservation Manag.
   c. Lecture/Discussion hours per week 3
   d. Laboratory hours per week
   e. Studio hours per week
   f. Credits 3
   g. Course description
      Considers the many facets of paper, non-print, and digital preservation with the aim of providing the
      knowledge and awareness necessary to be able to incorporate preservation principles, concepts, and
      practices into all aspects of library and information center management. Includes hand-on experience.
   h. Prerequisites (if any)

   i. May be repeated to a maximum of ____________________________ (if applicable)

4. To be cross-listed as
   Prefix and Number
   Signature, Chairman, cross-listing department

5. Effective Date Fall 2002 (semester and year)

6. Course to be offered
   ✔ Fall  □ Spring  □ Summer

7. Will the course be offered each year?
   (Explain if not annually)
   ✔ Yes  □ No

8. Why is this course needed?
   Has been taught successfully as a special topics course and has become standard in LIS
   programs. It now should become a permanent part of the master's degree curriculum

9. a. By whom will the course be taught? Prof Becky Ryder. Preservation Dept., Young Library
   b. Are facilities for teaching the course now available?
      If not, what plans have been made for providing them?
      ✔ Yes  □ No
10. What enrollment may be reasonably anticipated? 25

11. Will this course serve students in the Department primarily?  
   Will it be of service to a significant number of students outside the Department? If so, explain.  
   ✓ Yes  ☐ No  ☐ Yes  ✓ No

12. Check the category most applicable to this course  
   ☐ traditional; offered in corresponding departments elsewhere;  
   ✓ relatively new, now being widely established  
   ☐ not yet to be found in many (or any) other universities

13. Is this course part of a proposed new program?  
   If yes, which?  
   ☐ Yes  ✓ No

14. Will adding this course change the degree requirements in one or more programs?*  
   If yes, explain the change(s) below  
   ☐ Yes  ✓ No

15. Attach a list of the major teaching objectives of the proposed course and outline and/or reference list to be used.

16. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted.

17. Within the Department, who should be contacted for further information about the proposed course?  
   Name T. Sineath  Phone Extension 7-8100

*NOTE: Approval of this course will constitute approval of the program change unless other program modifications are proposed.
APPLICATION FOR NEW COURSE

Signatures of Approval:

Date of Notice to the Faculty

Date

*Undergraduate Council

Date

*University Studies

Date

*Graduate Council

Date

*Academic Council for the Medical Center

Date

*Senate Council (Chair)

Date of Notice to University Senate

*If applicable, as provided by the Rules of the University Senate

ACTION OTHER THAN APPROVAL

Rev 11/98
Scope of Course

This course provides an introduction to many facets of book and non-book preservation in libraries and archives. The aim is to familiarize the student with a broad range of preservation issues with the goal that each student will learn basic preservation fundamentals and will develop a lasting preservation consciousness. Thus equipped, the student will be prepared to incorporate preservation principles into many arenas of librarianship: collection management and development, technical services, public services, archival services and administration. While much of the instruction is lecture-based, there will be a great deal of demonstration and discussion and some hands-on practice with preservation decision-making.

Reading: There is no textbook for the class. Some of the readings, however, are taken from *Preservation: Issues and Planning*, edited by Paul N. Banks and Roberta Pilette (Chicago, American Library Association, 2000) and from Ross Harvey’s *Preservation in Libraries: A Reader* (London: Bowker/Saur, 1993), which is now out of print. Both of these titles are on reserve in Young Library.

All readings listed on the syllabus have been photocopied and are on reserve in the SLIS Computer Lab, and other sources, most uncataloged, will be placed on reserve in the Lab for consultation. Additionally, the instructor will supply extra handouts, catalogs and product samples during the semester.

No class: Sept. 26, Nov. 21

Grading

1. Organization/Publications Report 20% due Sept. 5, Sept. 12, Sept. 19
2. Treatment Decision Exercise 20% due Oct. 17
3. Term Paper 35% proposal due Oct. 3 paper due Nov. 28
4. Final Exam 25% Dec. 12

****Late assignments will not be accepted.
Grading Policy

A - (93-100) for high achievement
B - (80-92) for satisfactory achievement
C - (70-79) minimum passing grade in graduate school
E - (69 and below) failure
I - incomplete

The Library School recommends that an “I” grade be given “only for extraordinary circumstances that prevented the student from completing all of the work.”

Office Hours
I do not have regular office hours; however, if you make an appointment, I will be glad to meet with you at any time that is agreeable to both of us. You can contact me by phone, email or in person to set up an appointment.

Plagiarism and Cheating
Plagiarism and cheating will not be tolerated. The policy and the penalties are outlined in the Student Handbook.

The Assignments

1. Organization/Publications Report (20%)
   This assignment is designed to acquaint the class with a variety of important organizations and resources that support preservation. Each student will research an organization or publication, then prepare a 3-5 page “paper” describing the functions, value and/or history of this resource. In addition, each student will present a concise 5-7 minute explanation of this resource to the class. Within three weeks, the class should have a working knowledge of some the primary resources for preservation information.

2. Treatment Decision Exercise (20%)
   This is a “hands on” exercise to evaluate the ability to make treatment decisions for books and journals. Students will examine 40-50 items and decide what method of commercial binding, in-house binding or brittle book enclosure is most suitable based on the item’s condition, age, uniqueness, and bibliographic characteristics.
3. Term Paper (35%)

The student selects a topic of interest for in depth investigation. The research may focus on methods, materials, projects, programs, collections, historical surveys or any other facet of the preservation of library materials. The student may address the needs of a public library, academic library or other specialized libraries. By Oct. 3, the student will submit a proposal, no longer than one-page, outlining the topic and listing 5 key articles that will help initiate the research. Scale the topic so that it can be addressed in 12 to 20 pages excluding the bibliography.

4. Final Exam (25%)

The final exam will include a case study and/or general essay questions that touch on all aspects of the course.

Major Learning Objectives:

- To understand the many facets of preservation of documents in all formats
- To understand the fundamental aspects of preservations processes
- To become aware of the many managerial issues related to preservation
- To understand the importance of incorporating preservation principles in all aspects of library and information center management
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Location</th>
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<tbody>
<tr>
<td>Aug. 22</td>
<td>Introduction to Class; Preservation: Definition, History, Context</td>
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<tr>
<td></td>
<td>Organization/Publications Assignment (reports distributed, due 9/5, 9/12, 9/19)</td>
<td>CB23g</td>
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<td>Aug. 29</td>
<td>Paper &amp; Books</td>
<td>WTYL AUD</td>
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<td>Sept. 5</td>
<td>Collection Management</td>
<td>WTYL 1-77</td>
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<td>Sept. 12</td>
<td>Collection Surveys</td>
<td>WTYL AUD</td>
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<td>Sept. 19</td>
<td>Deacidification</td>
<td>WTYL AUD</td>
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<tr>
<td>Sept. 26</td>
<td>no class</td>
<td>WTYL AUD</td>
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<tr>
<td>Oct. 3</td>
<td>Library Binding, pt. 1</td>
<td>Keeneland</td>
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<td>Oct. 10</td>
<td>Library Binding, pt. 2</td>
<td>WTYL AUD</td>
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<td>Oct. 17</td>
<td>Conservation and Restoration</td>
<td>Gallery</td>
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<td>Oct. 24</td>
<td>Reformatting: Preservation Microfilm</td>
<td>WTYL AUD</td>
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<td>Oct. 31</td>
<td>Reformatting: Digital</td>
<td>WTYL AUD</td>
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<td>Nov. 7</td>
<td>Photographs and Oral History</td>
<td>WTYL AUD</td>
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<td>Nov. 14</td>
<td>Magnetic Media</td>
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<td>Nov. 21</td>
<td>no class</td>
<td>WTYL AUD</td>
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<td>Nov. 28</td>
<td>Disaster Planning and Recovery</td>
<td>WTYL AUD</td>
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<td>Dec. 5</td>
<td>Staff and User Ed, Film Festival, Exam Review</td>
<td>WTYL AUD</td>
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<tr>
<td>Dec. 12</td>
<td>Final Exam</td>
<td>Gallery</td>
</tr>
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Aug. 22   Preservation: Definition, History, Context


Aug. 29   Paper & Books


Sept. 5   Collection Management


**Sept. 12  **  
**Collection and Environmental Surveys**


**Sept. 19  **  
**Deacidification**


**Sept. 26  ** no class
Oct. 3  Library Binding, Part I


Oct. 10  Library Binding, Part II


Oct. 17  Conservation


Oct. 24       Reformatting: Preservation Microfilm


Oct. 31       Reformatting: Digitization


Nov. 7       Film and Photographs


Nov. 14  Magnetic Media


National Center for Film and Video Preservation. Film and Video Factsheet. Washington, D.C.: American Film Institute, [1997].


Nov. 21  no class

Nov. 28  Disaster Planning and Recovery


Staff and User Education


