



THE UNIVERSITY OF BRITISH COLUMBIA

iSchool (Library, Archival & Information Studies)

Faculty of Arts

We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmi̓n̓əm̓ speaking Musqueam people.

**iSchool Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.**

## ARST / LIBR 587 PRESERVATION – Course Syllabus (3)

<b>Program:</b>	Master of Library and Information Studies
<b>Year:</b>	2019 – 2020 Winter Session, Term 1
<b>Course Schedule:</b>	Mondays 9:00 –11:50 a.m.
<b>Location:</b>	IKBLC 155
<b>Instructor:</b>	Tara L. Fraser
<b>Office location:</b>	iSchool Adjunct Office
<b>Office hours:</b>	By appointment
<b>E-mail address:</b>	<a href="mailto:tara.fraser@ubc.ca">tara.fraser@ubc.ca</a>
<b>Learning Management Site:</b>	<a href="https://canvas.ubc.ca">canvas.ubc.ca</a>

**Course Goal:** The goal of this course is to provide an understanding of the requirements and methods for preserving materials in library and archival collections.

### Course Objectives:

#### Upon completion of this course students will be able to:

1. Understand the structure and deterioration of common materials, and the current methods for extending their longevity [1.2, 3.1, 3.2]
2. Gain familiarity with some basic environmental instrumentation and preservation techniques [4.1, 4.2]
3. Prepare to make both planning and policy decisions regarding preservation of collections [1.2, 1.3, 1.4]
4. Become familiar with information resources on preservation [4.1, 4.2]

### Course Topics:

- The materials and technology of the information carriers within library and archival collections and the deterioration of these materials
- Controlling deterioration, protecting collections and enhancing preservation of library and archives information resources
- Emergency planning, preparedness, response and recovery, pest management and mold abatement
- Fundamentals of preservation program development, management and implementation
- Conservation principles, ethics and techniques within the context of institutional policies and procedures
- Preservation, reformatting and remedial treatment projects - administration, organization, selection and prioritization, budgeting, outsourcing

**Prerequisites:** MAS and Dual Students: completion of the MAS core courses. MLIS students should take LIBR 587



**Format of the Course:** Multiple formats will be used including lectures, class discussions, demonstrations and hands-on exercises, group work and case studies.

**Required and Recommended Reading:** A full list of required and recommended readings will be made available by the first class. Articles will be handed out at class, available electronically through the UBC library system or on Canvas.

**Recommended:**

- Ritzenthaler, Mary Lynn 2010. Preserving Archives and Manuscripts. (2nd Ed.) Chicago: Society of American Archivists

**Course Assignments:**

Assignment Name	Due Date	Weight	Graduate Competencies
Assignment 1 – Examination and Documentation	Sept 30	25%	[1.2, 3.1, 3.2]
Assignment 2 – Susceptibility and Impact	Oct 28	25%	[1.2, 3.1, 3.2]
Assignment 3 - Preservation Proposal Project	Nov 25	40%	[1.2, 1.3, 1.4]
Class Participation	Ongoing	10%	[1.2, 1.3, 1.4, 3.1, 3.2, 4.1, 4.2, 5.2]

Assignments are to be handed in at the beginning of the class on the due date. Assignments are to be printed unless otherwise directed at the first class. A 1% penalty per day will be levied for late submissions up to 5%. Assignments later than 5 days will not be accepted unless arrangements have been made one week prior to the deadline.

**Course Schedule [week-by-week]:**

Date	Topic	Date
Sept 9	Introduction to Preservation <ul style="list-style-type: none"> <li>• The concept of preservation and its role in an archives or library, past and present</li> <li>• A survey of the associations, cultural institutions and professional resources</li> <li>• The terminology of preservation including stabilization, conservation, restoration, deterioration / damage, historical information, susceptibility, cultural heritage, original record, value, use, public trust, custodians</li> </ul>	
Sept 16	History, Materials and Technology of Information Carriers <ul style="list-style-type: none"> <li>• Formats and media including paper based records, bound volumes.</li> </ul>	
Sept 23	Guest Lectures <ul style="list-style-type: none"> <li>• Anne Lama – Preservation at UBC</li> </ul> Tours <ul style="list-style-type: none"> <li>• RBSC – Automated Retrieval System</li> <li>• UBC Digital Initiative</li> </ul>	
Sept 30	History, Materials and Technology of Information Carriers <i>con't</i> <ul style="list-style-type: none"> <li>• Photographic media, sound and moving image</li> </ul>	Assignment 1
Oct 7	Agents of Deterioration and the Damages They Cause <ul style="list-style-type: none"> <li>• Incorrect temperature, incorrect relative humidity, light</li> </ul>	



Oct 14	Thanksgiving – No Class	
Oct 21	Agents of Deterioration and the Damages They Cause <i>con't</i> <ul style="list-style-type: none"> <li>Physical forces, dissociation, pollutants (acid), pests, disaster, thieves and vandals</li> </ul>	
Oct 28	Control of Deterioration: Item Level Preservation <ul style="list-style-type: none"> <li>Storage and housing – format requirements, industry standards, techniques, supplies and materials</li> <li>Use and handling – condition assessment, accessibility and restrictions, reference and circulation use</li> </ul>	Assignment 2
Nov 4	Control of Deterioration: Collection Level Preservation <ul style="list-style-type: none"> <li>Environmental conditions within public and non-public spaces - collection requirements, industry standards, risk assessments and management, monitoring and controlling</li> <li>Furniture and equipment requirements, formats, options</li> <li>Integrated pest management</li> <li>Disaster planning and prevention</li> </ul>	
Nov 11	Remembrance Day – No Class	
Nov 18	Remediation of Deterioration: Item Level Remediation <ul style="list-style-type: none"> <li>Emergency response and recovery</li> <li>Mold abatement</li> <li>In-house stabilization techniques</li> <li>Conservation principles and ethics within the context of archival and library policies and procedures, restoration of an item and preservation of the content, professional resources</li> <li></li> </ul>	
Nov 25	Remediation of Damage: Collection Level Remediation <ul style="list-style-type: none"> <li>Collection and condition surveys and assessments of value, use and need</li> <li>Reformatting technologies and equipment, longevity, maintenance and suitability</li> <li>Stabilization and long-term preservation of large volumes of materials</li> </ul> Institutional Policies and Preservation <ul style="list-style-type: none"> <li>Integrating and implementing preservation activities and programs in library and archival settings</li> <li>Combining preservation ideals with less-than-ideal institutional environments</li> </ul> Preservation Projects <ul style="list-style-type: none"> <li>Practical applications of preservation</li> </ul> Administration, organization, suitability and funding	Assignment 3

**Attendance:**

- Attendance is required in all class meetings. If you know you are going to be absent you must inform me beforehand if at all possible.
- Up to 1 excused absence is allowed with prior notification to the instructor. Additional absences will require a note from a health professional or Access and Diversity. Failure to provide this documentation could result in a lower course mark.



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- Any penalties imposed for excessive absences are at the discretion of the instructor.

**Evaluation:** All assignments will be marked using the evaluative criteria given on the [iSchool web site](#).

**Policies and Resources to Support Student Success:** UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (<https://senate.ubc.ca/policies-resources-support-student-success>)

**Centre for Accessibility:** Centre for Accessibility works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Centre for Accessibility unit: <https://students.ubc.ca/about-student-services/centre-for-accessibility>. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

**Religious Accommodation:** The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

## Academic Integrity

### Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: <http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.