



We acknowledge that we are on the traditional, ancestral and unceded territory of the hə́nq̓əmiṅəm 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)

Program:	Master of Library and Information Studies
Year:	2022 Summer Session, Term 2
Course Schedule:	Mondays & Wednesdays 6:00 pm – 9:00 pm
Location:	UCEN 103 (please confirm before first in-person class)
Instructor:	Tara L. Fraser (she/her)
Office location/hours:	<ul style="list-style-type: none">• In classroom, before class on M / F at 5:30 - 6:00 pm• Zoom, Sundays 10am – 12:00 noon• Additional – TBD and by appointment
E-mail address:	tara.fraser@ubc.ca
Learning Management Site:	http://lthub.ubc.ca/guides/canvas/

Course Goal: The goal of this course is to achieve 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, MLIS and Dual Students: Completion of the MAS / MLIS Core courses or permission of iSchool Graduate Advisor.



Format of the Course: The course is offered in person. Multiple formats will be used including lectures, class discussions, demonstrations and hands-on exercises, and case studies. The estimated number of weekly hours you should dedicate to this class (readings, review and class activities) is between 8-12 hours per week.

Use of Canvas: The course will use Canvas as its primary platform. It will be where all course materials, including lecture slides, course readings and information about assignments, etc., will be placed. It is also a means of communicating with each other as a group. I will use Canvas announcements to communicate with you outside of class, so please ensure you have **notifications turned on** to receive announcements.

At any time, you are welcome to start and use a course discussion to chat about the course, the concepts, the activities and assignments, or follow up on class discussions. Please note that any such discussions are not mandatory, will not be moderated (be respectful and professional) and will not be graded. I will participate as needed to add more value to the discussion or to clarify / rectify any confusion etc. However, if you have direct questions, please message me directly.

Office Hours: I will be hosting a scheduled Zoom meeting every Sunday morning from 10 am to 12:00 noon, longer as needed. These sessions are open to everyone as a dedicated study session, as a come-n-go question and answer session, or as a forum for further discussions. I will host these meetings regardless of student participation and will use the time to work on course development and delivery or to grade assignments. I invite you to join me.

Contact Me: I am also available if you would like to an individual meeting, and please don't hesitate to email me if you have any questions or concerns. It is not always possible for me to get back to you as quickly as I'd like, but if I don't respond within 48 hours please resend your message.

Required and Recommended Reading: A full list of required and recommended readings will be made available by the first class. Most articles will be available electronically through the UBC library system or on Canvas. I recommend you purchase "**Ritzenthaler, Mary Lynn 2010. Preserving Archives and Manuscripts. (2nd Ed.)** Chicago: Society of American Archivists" as a good overview of preservation to have on-hand, although I will be providing selected readings from it as copyright allows.

COVID-19 has had an effect on all of our lives and in our communities. iSchool will make every effort to communicate any updates and changes as they happen. I will endeavor to include this information as it becomes available on Canvas. I will also communicate through Canvas and in class if available, how any changes could affect the course work and how this will be resolved. There is more information on Covid 19 Safety, at the end of this syllabus.

Course Assignments:

Assignment Name	Due Date	Weight	Graduate Competencies
Assignment 1 – Examination and Documentation	July 17 th	18%	[1.2, 3.1, 3.2]
Assignment 2 – Susceptibility and Impact	July 31 st	25%	[1.2, 3.1, 3.2]
6 Activities – Between 3% - 10%	Throughout	35%	[1.2, 1.3, 1.4]
7 Quizzes – Between 2% - 5%	In-Class	22%	[1.2, 1.3, 1.4, 3.1, 3.2, 4.1, 4.2, 5.2]



Assignments are to be submitted through Canvas. 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]: As of July 1st, subject to change.

Date	Topic	Quiz	Activity Due	Assignment Due
July 4 th	Introduction to Preservation 587 <ul style="list-style-type: none"> • Course structure, assignments • The concept of preservation and its role in an archives or library • Useful resources, terminology used in preservation Formats of Information and Supports <ul style="list-style-type: none"> • Introduction to Common Support Material / Paper 			
July 6 th	Formats of Information and Supports <i>con't</i> : <ul style="list-style-type: none"> • Textural records unbound and bound • Photographic based materials, magnetic media 		#1 July 10 th	
July 11 th	Agents of Deterioration and the Damages They Cause <ul style="list-style-type: none"> • Incorrect temperature, incorrect relative humidity, light 			
July 13 th	Agents of Deterioration and the Damages They Cause <i>con't</i> <ul style="list-style-type: none"> • Pollutants, pests, disaster, thieves and vandals, physical forces, dissociation 	#1	#2 July 14 th	#1 July 17 th
July 18 th	Prevent & Control of Deterioration: Item Level – Life Cycle of Materials <ul style="list-style-type: none"> • Origination, acquisition, arrangement and description • Storage and housing – format requirements, industry standards, techniques, supplies and materials 	#2		
July 20 th	Prevent & Control of Deterioration: Item Level – Life Cycle of Materials <i>con't</i> <ul style="list-style-type: none"> • Use and handling – condition assessment, accessibility and restrictions, reference and circulation use • Exhibit 	#3	#3 July 21 st	
July 25 th	Prevent & Control of Deterioration: Collection Level <ul style="list-style-type: none"> • Environmental conditions • Furniture and equipment • Integrated pest management • Disaster planning and prevention 	#4	#4 July 24 th	
July 27 th	Prevent & Control of Deterioration: Collection Level <i>con't</i> <ul style="list-style-type: none"> • Policies and preservation planning • Integrating and implementing preservation activities and programs in library and archival settings 	#5	#5 July 28 th	#2 July 31 st
Aug 1 st	No Class – Holiday			
Aug 3 rd	Respond to Deterioration: Item Level <ul style="list-style-type: none"> • In-house stabilization techniques • Conservation and working with a conservator 		#6 Aug 7 th	
Aug 8 th	Respond to Deterioration: Collection Level <ul style="list-style-type: none"> • Emergency response and recovery • Mold abatement and pest infestations • Reformatting technologies and equipment, longevity, maintenance and suitability 	#6		



	<ul style="list-style-type: none"> • Stabilization and long-term preservation of large volumes of materials 			
Aug 10 th	<p>Integrated Preservation</p> <ul style="list-style-type: none"> • Prioritizing activities: Collection and condition surveys and assessments of value, use and need • A preservation plan • A preservation program 			

Attendance:

- Attendance is required in all class meetings including virtual 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.
- 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](#).

Academic Concession: If you miss marked coursework (assignment, exam, presentation, participation in class), speak with me immediately to find a solution for your missed coursework. If this is not the first time you have requested concession or classes are over, please consult the Faculty of Graduate and Postdoctoral Studies' webpage on academic concession, and then contact me where appropriate. Any concessions that will result in a change to the student record (such as late withdrawal from the course) will be referred to the Faculty of Graduate and Postdoctoral Studies for evaluation.

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: 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.

COVID-19 Safety: You are **required** to wear a non-medical mask during our class meetings, for your own protection and the safety and comfort of everyone else in the class. For our in-person meetings in this class, it is important that all of us feel as comfortable as possible engaging in class activities while sharing an indoor space. Non-medical masks that cover our noses and mouths are a primary tool for combating the spread of COVID-19. Further, according to the provincial mandate, masks are required in all indoor public spaces including lobbies, hallways, stairwells, elevators, classrooms and labs. There may be students who have medical accommodations for not wearing a mask. Please maintain a respectful environment. [UBC Respectful Environment Statement](#).

If you are sick, it is important that you stay home. Complete a self-assessment for COVID-19 symptoms here: <https://bc.thrive.health/covid19/en>. In this class, the marking scheme is intended to provide flexibility so that you can prioritize your health and still succeed.

If you miss class because of illness:

- Make a connection early in the term to another student or a group of students in the class. You can help each other by sharing notes. If you don't yet know anyone in the class, post on the discussion forum to connect with other students.
- Contact me as soon as you know and we can work together to ensure you get the key information.
- Consult the class resources on Canvas.
- Use the discussion forum for help.
- Attend virtual office hours.

If you are feeling ill and cannot attend class for in-class activity or quiz, please email me right away and we will make alternative arrangements. Please do not attend if you are feeling ill.

If I am feeling ill I will not come to class. I will make every reasonable attempt to communicate plans for class as soon as possible through an Announcement on Canvas. If this happens, I may ask you to do an activity or read something in place of class time. If I am well enough to teach, but am taking precautions to avoid infecting others, we may hold the class online. If this happens, you will receive an Announcement in Canvas informing you how to join the class. As far as I am aware, the classroom would still be available for you to sit in and study or attend an online session if that is available.