

# Session six: Preservation

INFO 7401 Archival Appraisal, Arrangement, and Access



# Preservation

As an umbrella term: protective actions/programs enacted in order to prolong the existence of cultural property.

In contrast with conservation and restoration: preventative actions to keep materials stable.

# Conservation

The repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible.

# Restoration

The process of rehabilitating an item to return it as nearly as possible to its original condition.

# Preservation management

Activities that support long-term, preventive care of archival resources.

Management, when most effective, requires that planning **precede** implementation.

Elements of a preservation program:

# Environmental control



A system of processes and technologies employed to protect archival materials from the adverse effects of:

- Temperature
- Humidity
- Air quality
- Light
- Biological infestation

# Best practices

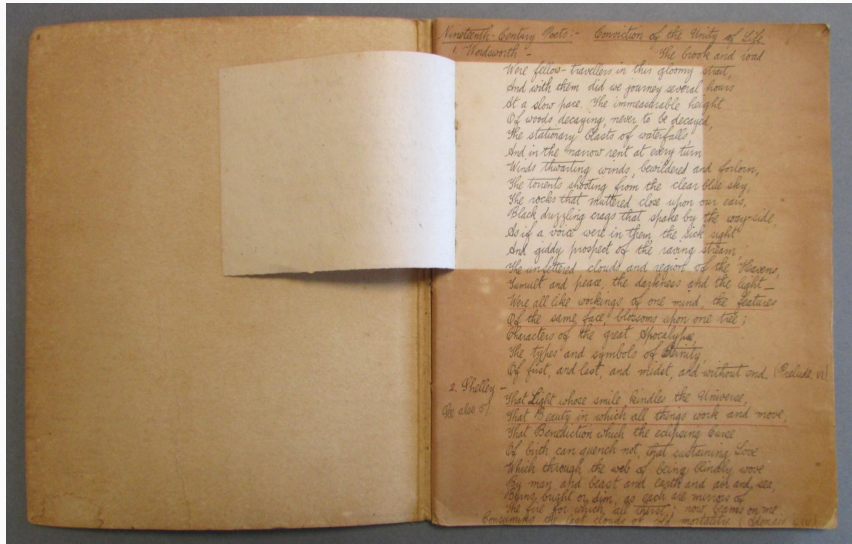
- Temperature: Heat accelerates deterioration; no higher than 70° F
- Humidity: Promotes harmful chemical reactions, promotes mold growth and insect activity; between 30% and 50% relative humidity
- Air quality: Gases and particulates (pollutants) contribute to deterioration; use filters and vents to promote circulation
- Light: Leads to weakening/embrittlement of materials; use UV filters or keep in darkness as much as possible
- Biological infestation: Mold, rodents, insects; keep openings to space closed and prevent consumption of food

# Storage and handling



Using non-damaging storage enclosures and furniture to house materials.

# Acid-free



Paper with a pH of 7.0 or greater when manufactured; prevents acid migration.

# Reformatting



Reproducing deteriorating collections onto stable media to preserve the informational content or in instances where handling is restricted due to fragility/value.

# Security



Measures taken to protect materials from:

- Unauthorized access
- Change
- Destruction
- Other threats

# Disaster planning



An actively maintained document containing procedures and information needed in regards to emergencies:

- Prevention
- Preparation
- Response
- Mitigation
- Recovery

See also: [contingency plan](#), [risk management](#)

# Kinds of disasters:

## External Hazards:

- Hurricanes, tornadoes, flooding
- Winter storms, Nor'easters
- Earthquakes
- Wildfires
- Water main breaks, sewer system backups
- Proximity to hazardous materials or activities
- Civil disturbances, terrorist attack

## Internal Hazards

- Poor maintenance of roof, gutters, and drains
- Pipes, skylights, or equipment over collections
- Leaking or wet basements
- Collections on the floor
- Book drop (fire hazard)
- Fire exits obstructed, fire protection systems inadequate
- Electrical system inadequate
- Shelving not braced
- Important data not backed up offsite
- Collections not insured
- No collection inventory

# Pocket Response Plan

Template for Pocket Response Plan (PReP)<sup>™</sup>

**SIDE A (Communications).** Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

Pocket Response Plan <sup>™</sup> (PReP <sup>™</sup> )	FIRST RESPONDERS	ARCHIVES FACILITY	RECORDS CENTER	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
<b>INSTITUTIONAL CONTACTS</b>	Police Department [phone] Fire Department [phone]	Building Manager [name] [office phone] / [home phone] / [cell]	Building Mgr [name] [office phone] / [home phone] / [cell]	Conservator [name] [phone]	Local government records commission [name] [phone]
Organization/Institution Head [name] [office phone] / [home phone] / [cell]	Emergency medical/ambulance service [phone] Security [phone] State EMA [phone] Local EMA [phone] State Command Center [phone] State Police [phone] Highway Patrol [phone] Sheriff [phone] Centers for Disease Control [phone] Public Health Department [phone] Red Cross [phone]	Building Staff [name] [office phone] / [home phone] / [cell]	Building Staff [name] [office phone] / [home phone] / [cell]	Data Recovery Service [name] [phone]	Local govt association(s) [phone]
Assistant/Deputy Director [name] [office phone] / [home phone] / [cell]	<b>DISASTER TEAM</b>	<b>Utilities</b>	<b>Utilities</b>	Dehumidification Services (building) [name] [phone]	Regional University/Archives Office [phone]
Archives Director [name] [office phone] / [home phone] / [cell]	Team Leader [name] [office phone] / [home phone] / [cell]	Electricity/gas [name] [phone]	Electricity/gas [name] [phone]	Document Recovery Services (freeze drying) [name] [phone]	National Archives Regional Office [phone]
Records Manager [name] [office phone] / [home phone] / [cell]	Member 1 [name] [office phone] / [home phone] / [cell]	Telephone [name] [phone]	Telephone [name] [phone]	Exterminator [name] [phone]	In case of emergency: The National Heritage Responders, NHR emergency help line 202-661-8068 emergencies@culturalheritage.org
Senior Archivist1 [name] [office phone] / [home phone] / [cell]	Member 2 [name] [office phone] / [home phone] / [cell]	Water [name] [phone]	Water [name] [phone]	Freezer Space [name] [phone]	After your disaster: Natl Endowment for the Humanities 800-NEH-1121 202-606-8400
Senior Archivist2 [name] [office phone] / [home phone] / [cell]	Member 3 [name] [office phone] / [home phone] / [cell]	Internet provider [name] [phone]	Internet provider [name] [phone]	Industrial Hygienist (mold) [name] [phone]	ARMA International 913-444-9174 844-565-2120
Preservation Manager [name] [office phone] / [home phone] / [cell]	Member 4 [name] [office phone] / [home phone] / [cell]	Elevators [name] [phone]	Elevators [name] [phone]	Refrigerated Trucking Service [name] [phone]	National Association of Government Archives & Records Administrators 202-938-1988
Conservator [name] [office phone] / [home phone] / [cell]		Security / fire system provider(s) [name] [phone]	Security / fire system provider(s) [name] [phone]	<b>REGIONAL PRESERVATION SERVICES</b>	Society of American Archivists 312-606-0722 866-722-7858
			<b>MUTUAL AID PARTNERS</b>	[institution] [name] [phone]	Council of State Archivists (CoSA) info@statearchivists.org
				[institution] [name] [phone]	
				[institution] [name] [phone]	
				[institution] [name] [phone]	

# Setting preservation priorities

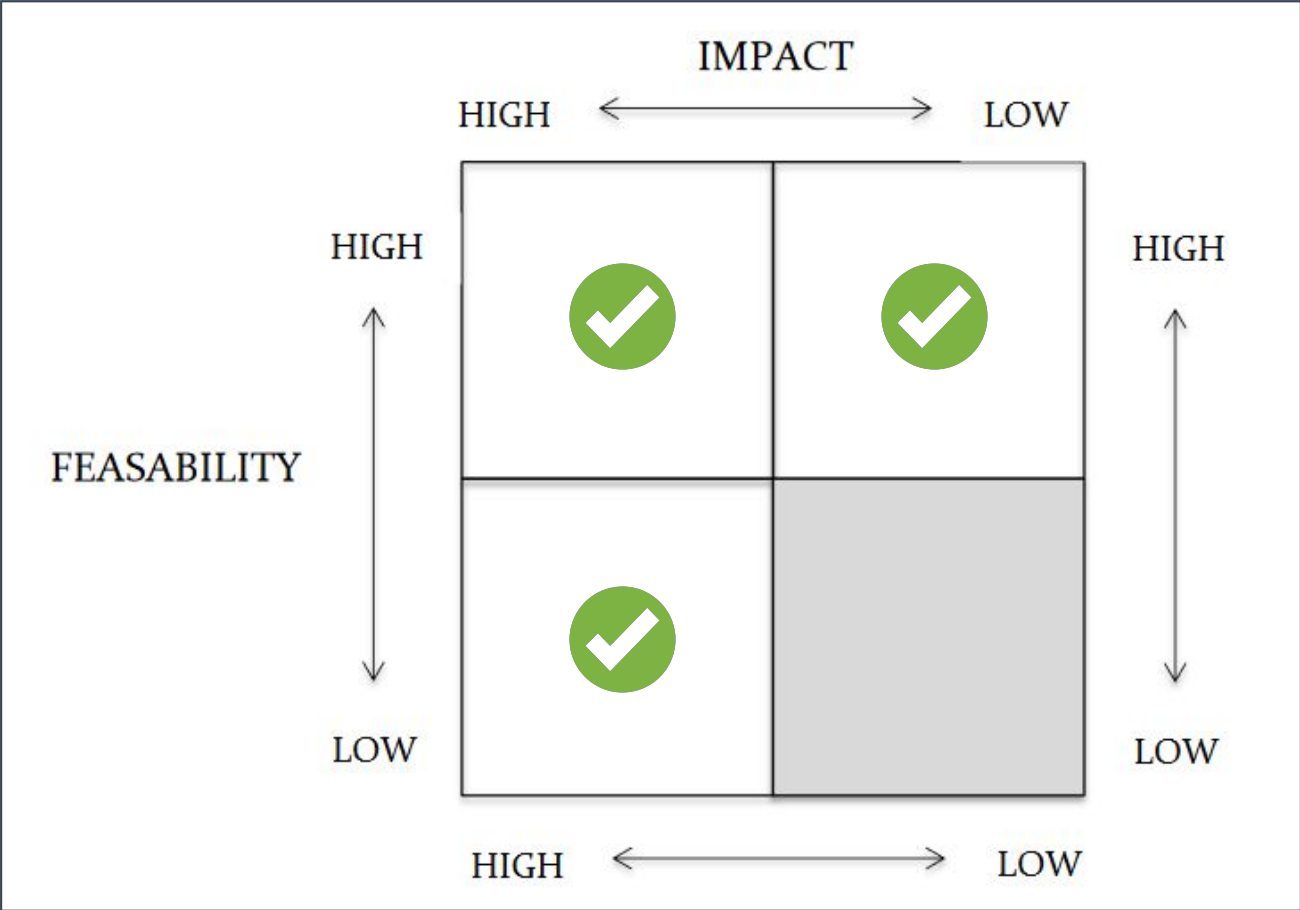
Collection-specific criteria:

- Use
- Storage
- Condition
- Value
- Format

# Setting preservation priorities

Overall criteria:

- Impact
- Feasibility
- Urgency



Preservation supplies, tools, and infrastructure cost a lot of money

# Supplies, tools, infrastructure

## Physical preservation:

- Gaylord Archival:  
<https://www.gaylord.com/>
- University Products:  
<https://www.universityproducts.com/>
- Hollinger Metal Edge:  
<https://www.hollingermetaledge.com/>

## Digitization:

- DiJiFi: <https://www.dijifi.com/>

## Digital preservation:

- Preservica: <https://preservica.com/>
- Archivemata: <https://www.archivemata.org/en/>

