

Instructor

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Course Description

This class serves as an introduction to preservation management and techniques. Readings and discussions of management practices, including stack management, collection development decisions, collections security, and disaster preparedness. This course touches on both physical and digital preservation topics.

There are no required prerequisites for this course. However, in order to be successful in this course you will need to:

- Cite sources, giving credit to where you obtain information.
- Network with others and utilize tact when offered differing perspectives.
- Make the commitment to spend at least 10 hours a week reading the assignments, reflecting on the material covered, and participating in other activities throughout the course.

Course Objectives

Upon successful completion of this course, learners will be able to:

1. Define the basic concepts of preservation for both physical and digital media.
2. Describe major issues and causes of loss, damage, deterioration, and obsolescence of information in both physical and digital formats.
3. Detail the methods needed to promote the preservation of library and archive collections and basic principles for controlling that environment.
4. List and describe the core activities that commonly comprise a preservation program in libraries and archives.
5. Analyze the relationship between preservation and disaster preparedness planning, risk management, and security of artifacts.

6. Articulate the requirements, responsibilities, and functions of digital preservation environments.

Course Schedule (subject to change)

Week of Instruction/Topic	Assignments	Due Date
1: Introduction to Preservation	• Start Here Confirmation Quiz • Introduce Yourself • Discussion: Conservation vs. Preservation	8/23
2: Context for the Cultural Record	• Discussion: Access and Preservation • Week 2 Short Assignment	8/30
3: Structure and Deterioration of Paper Based Material	• Discussion: Deterioration of Paper-based Materials	9/6
4: Structure and Deterioration of Multimedia Materials	• Week 4 Short Assignment (Case Study Scenario)	9/13
5: Building-wide Concerns	• Discussion: Building-Wide Concerns • Term Paper/Project Part 1	9/20
6: Collections Care - Storage, Handling, Display	• Discussion: Storage, Handling, and Display	9/27
7: Collections Care - Treatment and Repair	• Week 7 Short Assignment	10/4
8: Digitization and Digital Preservation	• Discussion: Digitization and Digital Preservation	10/11
9: Web Archives and Digital Curation	• Discussion: Web Archiving and Digital Curation	10/18
10: Disaster Planning and Risk Management	• Discussion: Disaster Planning and Risk Management	10/25
11: Surveys and Assessments	• Discussion: Surveys and Assessments	11/1
12: Preservation Planning and Policies	• Discussion: Preservation Planning and Policies	11/8
13: Privacy and Security Issues	• Discussion: Security of Collections	11/15

14: Sustainability and Economics of Preservation	• Discussion: Sustainability and Economics of Preservation	11/22
<i>Week 15 - Thanksgiving Break</i>		
16: Final Project	Term Project - Final Submission	12/4

Required/Recommended Materials

There is no required textbook for this course. All required materials can be found in your learning modules and are available digitally via UNT Libraries or via the Internet.

All work must be submitted using APA-style formatting. While physical APA handbooks can be purchased at the UNT Official Bookstore, you can freely access the style manual online: <https://apastyle.apa.org>

Technology requirements:

This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).

How to Succeed in this Course

Office Hours

By virtual appointment. Please reach out to make an appointment via Zoom with me to discuss course-related questions, issues, or concerns. I am reachable by email and Canvas message.

While I want to make myself as available as possible to each of you, I would prefer that most general questions go through the Q & A forum in the Discussion Board area so that other students can see them. If you have a general question about the course or assignments, please post it there. Either I will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person who you can email with questions.

If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.

Normally, I will return feedback on all written assignments within 1 week of the due date. However, if I see that I will be unable to return your feedback that quickly I will post an Announcement to let everyone know when it can be expected.

Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please contact me and let me know. We are all learning together.

Assessing Your Work

Grading Scale:

- A: 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 80-89% (Good, impressive work. The student performs above the minimum criteria.)
- C: 70-79% (Solid, college-level work. The student meets the criteria of the assignment.)
- D: 60-69% (Below average work. The student fails to meet the minimum criteria.)
- F: 59 and below (Sub-par work. The student fails to complete the assignment.)

Formatting:

- All work must be submitted using APA-style formatting. While physical handbooks can be purchased at the UNT Official Bookstore, you can freely access the style manual online: <https://apastyle.apa.org>
- Approximately 10% of each assignment grade will reflect formatting and grammar.

Grade Distributions:

- Short Assignments = 30%
- Discussion and Participation = 50%
- Final Project = 20%

Due dates are provided in each module/segment and through time release. Assignments are due at 11:59 PM Central Time on the due dates indicated in the chart.

Grade-related Policies

Late Work

Late work will only be accepted for a justifiable reason (such as an emergency, serious illness, death, or military service). Documentation must be provided and a request must be made to submit the late work. The documentation will be reviewed by the instructor. Late work will not be accepted during the last week of class.

Turnaround Time

I aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

Grade Disputes

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over email). You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

Extra Credit

There are no extra credit opportunities in this course.

Policies

Late Work

Late work will only be accepted for a justifiable reason (such as an emergency, serious illness, death, or military service). Documentation must be provided and a request must be made to submit the late work. The documentation will be reviewed by the instructor. Late work will not be accepted during the last week of class.

Incomplete

A grade of incomplete (I) will be given only for a justifiable reason (such as a serious illness or military service) and only if you are passing the course. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within the time frame agreed upon with the instructor or within one calendar year, you will receive a grade of an F. Please refer to <http://essc.unt.edu/registrar/academic-record-incomplete.html> for more information.

Withdrawal

A grade of withdrawal (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of an F.

Posting of Grades

Grades will be posted in the Grades section of the course. A link is in the course navigation pane.

Drop Policy

To officially withdraw or drop this course, the student must notify the instructor, their academic advisor, and the UNT Registrar. You are not officially dropped until the instructor approves it and the registrar processes it.

Attendance Policy

Students are expected to sign into the class, respond to messages, check announcements, and read discussion boards at least once a day.

Policy on Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable online course system to all users. However, in the event of an unexpected server outage or any unusual technical difficulty which prevents students from completing a time-sensitive assessment activity, the instructor will extend the time windows and provide appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Plagiarism Policy

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities, which may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to:

- a) use of any unauthorized assistance in taking quizzes, tests, or examinations;
- b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- c) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
- d) dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or

e) any other act designed to give a student an unfair advantage.

The term "plagiarism" includes, but is not limited to:

1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and
2. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

[This guide](#) provides an overview of plagiarism.

Policy on the Use of Generative AI

In this course, I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like ChatGPT and DeepSeek is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the [Student Academic Integrity policy](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

Course Netiquette Policy

This is an online course. Please follow these guidelines to ensure a healthy learning environment.

1. Remember that we are all human and that we are not perfect. Consider the feelings of others. Do not email or post insensitive comments. The same social standards that apply face-to-face apply online. Always use ethical practices.
2. Do not waste other people's time. Read the discussion boards and assignments before posting comments and asking questions to see if your question has been asked or your topic has been addressed.
3. Put your comments and questions on the appropriate discussion boards.
4. Check your spelling and grammar before conversing with others.
5. Be respectful to other people. You may not purposefully embarrass, chastise, or abuse other people in this class. If you see this behavior, please report it. If you experience it, do not respond to the aggressor. Tell the instructor instead.
6. Privacy is important. Do not share someone else's private contact information or the details of their lives. In addition, do not ask the instructor for this information.
7. Be helpful to other people.

COURSE EVALUATION

Students will complete the university's course evaluation at the end of the semester to evaluate the class.

UNT POLICIES

Copyright Notice

Some or all of the materials on this course website may be protected by copyright.

Academic Honesty Policy

You are encouraged to become familiar with the [University's Policy of Academic Integrity](#). The university also provides a [Student Affairs website](#).

The content of the University's Policy of Academic Dishonesty and the guidelines shared on the Student Affairs website apply to this course. If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any manner. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu.

ADA Policy

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation.

Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, see the [Office of Disability Accommodation website](#). You may also contact them by phone at 940.565.4323.

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experienced any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's [Dean of Students' website](#) offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

Technology Requirements

Please familiarize yourself with the technology requirements to complete this online course:

- [Student Getting Started Resources for Canvas](#)
- [Canvas Browser Check](#)

Technology Skills

Minimum technology skills for successful completion of this course include:

- Sending and receiving email
- Creating, sending, and receiving Microsoft Word documents
- Posting to discussion boards
- Printing Word documents OR opening and printing pdf files, using free [Adobe Acrobat Reader](#)
- [Navigating Canvas](#)