

PRESERVATION POLICY
HOWARD-TILTON MEMORIAL LIBRARY
Updated July 2013

MISSION STATEMENT

The mission of Preservation at Howard-Tilton Memorial Library is to ensure long-term access to Howard-Tilton Memorial Library's collections.

Preservation strives to support the mission of Tulane University, which states "Tulane's purpose is to create, communicate and conserve knowledge in order to enrich the capacity of individuals, organizations and communities to think, to learn and to act and lead with integrity and wisdom."¹

PRESERVATION PRIORITIES AND SELECTION FOR TREATMENT

Preservation strives to protect collections from harm, and focuses on preventive care rather than remedial treatment. Preservation's primary focus is on the Library's analog, physical collections.

Selection for item-level preservation work is driven by use. Damaged items are treated if they have been recently checked out (or requested, in special collections) by a user. Item level treatment decision-making is a collaborative process that includes bibliographers, collection managers, and may involve (primarily in general collections) the use of data driven decision making methodologies.

In addition to selecting damaged items through use, special projects may be proposed by preservation, bibliographers, collection managers, or library administration. Preservation prioritization and decision-making must be a collaborative process taking into account use, scarcity, research value, physical condition, and inherent vice of collections materials.

PRESERVATION OBJECTIVES

Education and Training

Preservation provides instruction for H-TML librarians, support staff, and student employees as needed or requested. Preservation also reaches out to faculty and students to offer preservation education within classes working with special collections, and internships for interested students.

Disaster Prevention and Response

Preservation provides consultation on disaster avoidance for library collections. The Preservation Librarian is a first responder in a disaster situation, and aids in determining salvage possibilities and methods of saving collection materials.

¹"Mission Statement," Tulane University, <http://tulane.edu/about/mission.cfm>

The Preservation Librarian is also involved in disaster planning and prevention, working with the Library Emergency Response Team.

Conservation Treatment

The preservation budget provides annual financial support for outsourced conservation treatment. Conservation treatment funded with the preservation budget will be coordinated through the preservation librarian.

If a collection or department chooses to use its own funding for conservation treatment, they may coordinate the outsourcing themselves and be the primary contact for the conservator if they so choose, but the preservation librarian will remain available for consultation and assistance.

All conservation treatments performed, including in-house and outsourced, must follow the American Institute of Conservation's code of ethics for conservators.²

Reformatting

Preservation may reformat items to a different media, either digital or analog, for long-term preservation. Preservation adheres to relevant best practices and standards, and enforces the use of high-quality methods and materials in any in-house or outsourced reformatting work.

Storage Environment

Preservation monitors the temperature and humidity in library storage spaces, and collects data on pests in special collections storage areas.

Preservation advocates for proper environmental storage conditions for all library collections, as dictated by the most up to date best practices within the field of preservation. The preservation librarian coordinates with facilities to achieve and maintain good storage environments. Preservation also strives to maintain a balance between appropriate storage conditions and sustainable energy use.

Exhibits and Loans

Preservation ensures library materials on display are properly protected for the duration of the exhibit. If items are being loaned to another institution for exhibition the Preservation Librarian provides consultation in the loaning process and advice on how to pack items for transport.

Standards and Practices

Preservation supports the American Library Association's preservation policy,³ and adheres to the American Institute of Conservation's code of ethics.⁴ Preservation follows any other appropriate codes

² "Code of Ethics and Guidelines for Practice" <http://www.conservation-us.org/index.cfm?fuseaction=Page.ViewPage&PageID=858>

³ "ALA Preservation Policy" <http://www.ala.org/alcts/resources/preserv/01alaprespolicy>

⁴ "Code of Ethics and Guidelines for Practice"

of ethics, standards, and best practices, and advocates for following best preservation practices in all H-TML activities.

Preservation also sets standards within H-TML related to areas including, but not limited to, care and handling of materials, exhibits, protective enclosures, and reformatting.

ORGANIZATION AND RELATIONSHIPS

Organization

The Preservation Librarian reports to the Director of Technical Services. Preservation student workers report to the Preservation Librarian.

The Preservation Working Group is the steering group and decision-making body for the preservation program. Members of the Preservation Working Group are: the Director of Special Collections, the Director of the Latin American Library, the Director of the Technical Services Division, the Associate Dean of Libraries, and the Preservation Librarian.

The Preservation Librarian position is situated within technical services. The Preservation Librarian spends 50% of her time on activities supporting H-TML's general collections, and the other 50% addressing the needs of the library's special collections.

Technical Services

Preservation works with acquisitions, database management, stacks management, and cataloging to establish and refine workflows that involve physical care of materials.

Acquisitions consults Preservation with any concerns about the condition of an item or collection being acquired by H-TML.

Database management and cataloging consults Preservation on decisions about enclosures and best practices in library binding.

Stacks management routes damaged items to preservation.

Circulation

When damaged items are returned to circulation, circulation staff places them in a designated area for preservation. Preservation trains circulation staff and students on care and handling of circulating library materials.

Bibliographers

Preservation relies on bibliographers for assistance in preservation decision making. Preservation provides assistance to bibliographers in acquisitions decisions.

Faculty

The Preservation Librarian supports the work of the faculty and their students by ensuring long-term access to materials that current and future faculty and students may need.

The Preservation Librarian also provides direct support to faculty by collaborating on faculty- or student-curated exhibits preparation and preservation education for classes using special collections materials.

Collections Served by Preservation

Preservation provides assistance and services to the following collections:

- H-TML General Collections
- Music and Media Center
- Latin American Library
- Rare Books
- University Archives
- Hogan Jazz Archive
- Louisiana Research Collection
- Southeastern Architectural Archive
- Architecture Library
- Math Library

Facilities Services

Preservation heavily relies on Facilities Services for controlling the climate in library storage areas, and maintaining buildings to achieve proper physical storage conditions.

Preservation-related facilities work is coordinated between facilities and preservation, but also with H-TML administration. All requests for service are routed through H-TML administration.

FINANCIAL STATEMENT

H-TML is committed to providing annual funding to support the costs of preserving its collections. Costs include staffing, outsourced preservation activities, materials, supplies, and equipment.

The Preservation Librarian administers the budget.

The Preservation Librarian seeks outside funding from granting agencies or other sources.

REVIEW AND UPDATES OF PRESERVATION POLICY

The Preservation Policy will be updated annually, primarily by the Preservation librarian, but with the help and consensus of the Preservation Working Group.

DEFINITIONS

Conservation	Conservation is “the profession devoted to the preservation of cultural property for the future. Conservation activities include examination, documentation, treatment, and preventive care, supported by research and education.” ⁵
Digital Preservation	“Digital preservation combines policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time.” ⁶
Digitization	“ <i>Digitizing</i> refers to the process of converting analog materials into digital form. If users access the digital copies instead of the analog originals (thus minimizing the handling of the originals), the digital copies may be considered to have performed a preservation function. They can also perform a preservation function by serving as backups. In some cases, digital reformatting is guided by established best practices and technical specifications to ensure that the materials are being converted at a level of quality that will endure and will support future users’ needs.” ⁷
Inherent Vice	Inherent vice refers to materials or processes used in an item’s production that cause it to deteriorate.
Preservation	“Preservation includes all the managerial and financial considerations including storage and accommodation provisions, staffing levels, policies, techniques, and methods involved in preserving library and archive materials and the information contained in them.” ⁸
Reformatting	Reformatting refers to the process of transferring information from one carrier to another. It may include analog to analog, such as film to film transfers, or analog to digital, such as digitization of brittle books. Reformatting may be done for preservation or access purposes, or both.

⁵ “AIC Definitions of Conservation Terminology” <http://cool.conservation-us.org/waac/wn/wn18/wn18-2/wn18-202.html>

⁶ “Definitions of Digital Preservation” <http://www.ala.org/alcts/resources/preserv/defdigpres0408>

⁷ Oya Rieger, “Preservation in the Age of Large-Scale Digitization,” Council on Library and Information Science, February 2008. <http://www.clir.org/pubs/reports/pub141/reports/pub141/pub141.pdf>

⁸ Lars Meyer, “Safeguarding Collections at the Dawn of the 21st Century: Describing Roles & Measuring Contemporary Preservation Activities in ARL Libraries,” Association of Research Libraries, May 2009. <http://www.arl.org/storage/documents/publications/safeguarding-collections.pdf>

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