

Preservation Services
Annual Report FY16 (July 1, 2015 – June 30, 2016)
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I. Unit Narrative

The Preservation Services Unit serves the University Library through the provision and coordination of preservation, conservation, and imaging services, including: Bindery Preparations, Pamphlet Binding, Preservation Reformatting, Book Repair and Conservation, Media Preservation, Digital Preservation Management, Born Digital Preservation, Digital Imaging, Disaster Planning and Recovery, and other contracted preservation services (conservation, deacidification, protective enclosures, mold remediation, and reformatting). Other activities include: education and training of all topics related to preservation, participation in facilities management and improvement as related to preservation, and consultation on unit-based preservation activities.

1. Major activities and accomplishments of the unit in FY15 (July 1, 2014 to June 30, 2015);

A. Advancement & Grants

The Preservation Services Unit has continued its involvement in fundraising through both federal and state grant writing and management as well as active partnerships and support of advancement activities with donors and organizations.

1. Grant Applications Submitted

- Digitizing Cavagna: Italian Imprints from the Sixteenth through the Nineteenth Centuries grant. (\$222,531 requested, 1/01/2017-12/28/2018, PI: Kyle Rimkus). Status: accepted to go into final round with strong positive feedback from reviewers.

2. New Grant Applications Funded in FY16

- NEH National Digital Newspaper Program grant, phase IV (\$200,000, 9/01/2016-8/31/2018, PI: Kyle Rimkus). Status: funded. Digitization of Illinois newspapers will focus in this phase on foreign-language content, with some film sourced from the Center for Research Libraries.
- Illinois State Library Newspaper Reformatting Grant. (\$250,000, 1/1/2015-12/31/2016, PI: Kyle Rimkus). The Illinois State Library awarded UIUC a two-year grant to digitize public domain Illinois newspapers, to enrich its Illinois Digital Newspaper Collections site.
- AIC Workshop Development Grant (\$1,000, 5/1/2016-12/31/2016, P.I.: Cher Schneider). In support of the second Conservation Symposium focusing on Iron Gall Ink treatment to be held in December of 2016.
- Evaluating Preservation Risk in Born Digital Electronic Records grant. (\$4,934.40, 5/23/2016-5/23/2017, PI: Kyle Rimkus). The UIUC Library Research and Publication Committee (RPC) is funding this collaboration between Preservation Services and the University Archives to establish file format policy for born digital electronic records.

3. Current Grant Oversight

- Illinois State Library Newspaper Reformatting Grant. (Grant through the Illinois State Library for \$250,000 to P.I. Kyle Rimkus). Principal activities for this fiscal year included digitizing over 100,000 pages of Illinois newspapers, and making them freely available in our Illinois Digital Newspaper Collections at <http://idnc.library.illinois.edu/>.
- Advancing File Format Policymaking for Digital Preservation. (UIUC Campus Research Board's award of \$17,977 to P.I. Kyle Rimkus). This project concluded this fiscal year, and resulted in the paper "Identifying Barriers To File Rendering In Bit-level Preservation Repositories: A Preliminary Approach" by Rimkus and GA Scott Witmer, which was accepted to be presented at and published in the proceedings of iPres 2016 in October. The paper seeks to advance digital preservation theory and practice by presenting an evidence-based model for identifying barriers to digital content rendering within a bit-level preservation repository.
- Library Marketing Grant Proposal- (\$420, FY16, Miriam Centeno co-PI with Geoff Ross) a joint effort of HPNL, Office of Information Literacy & Preservation to create training brochure and videos for users of print newspaper copies.
- NEH Sustaining Cultural Heritage Implementation Grant titled: *Implementing an Energy Efficient and Sustainable HVAC System at the University of Illinois, Archives Research Center* (\$300,000, 10/2013 – 9/2016, Jennifer Hain Teper, PI). Although this project will require a one year no cost extension due to adjustments to the approach for one space being renovated, the resulting project plan meets all desired outcomes and gives greater flexibility for future renovations to the HVAC system. This reporting year construction drawings were approved and most construction was completed and the systems have been brought online.
- IMLS National Leadership Grant (demonstration grant) titled *Extending Preservation Self-Assessment Option for Libraries, Archives and Museums* (\$213,932, 12/2013 – 11/2015, Jennifer Hain Teper, PI) Approved no cost extension in FY16 with final project end date of 11/2016. Activities undertaken in FY16 include: completion of all proposed final products of the grant (assessment and educational components and programming for books, paper, and photographic materials), though this was accomplished significantly under budget. With remaining funds, have received a no-cost extension to add assessment modules for glass, ceramics, stone and metals, thus firmly bridging to the next proposed module of the tool in museum objects.
- NFPP Basic Preservation Grant titled *Joseph T. Tykociner Film Preservation Project* (\$12,386, 12/2013 – 12/2015, Josh Harris PI). Funding will pay for professional film to film transfer and audio analysis and recreation from unique, nitrate based experimental sound on film technology. FY16 activities include:
 1. Full analysis of Tykociner film and sound elements
 2. Creation of new, preservation master film prints and duplicate negatives from original nitrate elements
 3. High resolution (4K) scanning of unique experimental elements

4. Digital analysis and initial attempts to decode experimental optical soundtracks. Some previously unheard audio has been successfully played in these early attempts.
 - Library Innovation Grant (in progress) titled *Audiovisual Documentation of Joseph Tykociner Sound on Film Preservation Project*. Funding to audio-visually document the preservation, experimentation and restoration related to the Tykociner NFPF grant. FY16 activities include:
 1. Eric Kurt and Jake Metz of the Library Media Commons traveled with Josh Harris to New York City for the lab work portion of the NFPF grant. Footage and interviews were conducted over a 3 day period.
4. Advancement Activities
 - Tours: Eight organized tours of the conservation lab, and 6 tours of DCC organized by the Office of Advancement were held within the Preservation Services Unit for fund raising and outreach purposes (8/13, 8/19, 10/9, 10/14, 10/22, 12/8, 2/10, 2/16)
 - Extensive donor relations were begun with Nancy Clark, who, with much support from Maggie Wave from the Advancement Office, gave both a cash gift and established an endowment to support preservation activities focusing on book and paper preservation. Additional efforts were made to support an eventual donation to support the Math Library, but peripherally supporting conservation of older materials in their collections. In addition, preservation staff met with donor Doug Roberts (newspaper digitization) as well as Bob Endres, a donor with interest in local Illinois history.
 - Many preservation services staff attended the Foundation Weekend red carpet event, displaying and discussion our preservation program with Library Friends.
 - Although eventually unsuccessful, Preservation was closely involved with the efforts to secure the Teich Archive of historic postcards and archival records.

B. Audiovisual Preservation.

- Media Preservation Labs: Worked closely with outside contractors, Library F&S and campus F&S on the final design, construction and installation of the following lab spaces:
 - Audio Preservation Lab (425A): Completed installation and wiring phase. Currently set to begin testing phase.
 - Video Preservation Lab (425B): Completed installation, wiring and initial testing phase. Currently troubleshooting results of testing.
 - Media Conservation Lab (425C): Continued various upgrades to equipment and design to improve room usability.
 - "Dirty Room" lab (439): Made significant improvements to the shared 439 lab space. Worked closely with Miriam Centeno (Collections Care) and coordinated equipment purchasing to properly outfit lab as part of Fisher Scientific's "New Lab Startup Program."
- Continued the collection and assessment of various analog A/V equipment and worked with trusted vendors on repair, maintenance and restoration of numerous pieces. Joseph Tykociner Film Preservation Project: See Grants and Advancement section

- Fully completed preservation, conservation and digitization of University Archives' WILL Transcription Disc Collection. This project involved work on approximately 3100, 2-sided discs and took place over the last 5 years, resulting in over 12,000 digital files ingested into the Medusa Digital Repository and newly cleaned and rehoused discs.
- University Welcome Center (in progress): Collaborated with Alumni Association, University Archives and outside production and design firms on the use of archival moving image and sound materials for the new UIUC Welcome Center at Alice Campbell Alumni Hall. Project is still in early stages.
- Student Life and Culture Archives Oral History Project (in progress): Collaborative project planning and initiation of large scale oral history project within University Archives
- LIS/GSLIS A/V Collection Preservation (in progress): Commenced early stages of project to preserve unique A/V assets from the LIS Library (approx. 400 items)
- Completed first phase and began second phase of project to digitally transfer the Sousa Archive collection of University Marching Band Films.
- Project consulting & planning: Both within and outside of Library. Examples from campus units include: Dept. of Speech and Hearing Science, Krannert Art Museum, Dept. of Education, UI Extension Office: Knox County, WILL, Center for Advanced Study, College of Business, and Department of History. Of note:
 - Collaborated with Jeff Carpenter (NCSA) on digitization of Advanced Visualization Lab materials through utilizing the SPIN (“Students Pushing Innovation”) program.
 - Completed audio restoration for Lt. Col. Shane Sullivan, USAF, ROTC.

C. **Conservation.**

Conservation was without a Rare Book Conservator from July of 2015 to February of 2016, but that didn't stop the program from supporting multiple library projects and exhibits and making progress on developing new treatment workflows.

- Perhaps the biggest change in Conservation was the inclusion of a new workflow for medium rare materials. These materials, which fall between traditional general circulating collections and special collections are now being tracked as a separate workflow which includes a streamlined approach to full written and photographic documentation (required for special collections) and treatments that are being overseen largely by our more skilled general collections staff under the oversight of the special collection and rare books conservators.
- With significant support by Jon Gorman conservation and collections care have fully launched a new tracking database for all treatments of physical textual objects. While the interfaces for the brittle books workflow and outsourced digitization have been in place prior to FY16, this year saw the check in interface, general collections treatment, special collections treatments and outsourced treatments interfaces go into use. The last interface, in support of medium rare workflow, is currently being tested.
- Conservation supported multiple exhibits for RBML including: A Nation in Tears, Pirates and Pirated, Shakespeare, Erasmus and the New testament.
- Campus Maps. Conservation worked closely with DCC, Archives and Maps conserving and preparing about 75 maps and books for digitization. This project was

started and completed within 2 months' time with one hourly student being hired to help aid with the conservation on this project. The digitized maps are being put online for access.

- Moldy items in IHLC - based on a previously completed assessment, moldy items had been identified in the IHLC collections. This year, the moldy and damaged items were identified and sent to conservation. Conservation treated for mold and returned most items however some items required extensive treatment prior to returning to the collection. In total about 60 items were treated for mold and about 30 items required extensive conservation treatment.
- Cleaning and rehousing: Turner Wood blocks about 100 woodblocks were sent to conservation for vacuuming of surface soil and custom enclosures were made for each. UIUC baseball memorabilia was sent over from Student Life and Culture Archives with some early 1900s U of I baseball equipment and uniforms. Each item was vacuumed and cleaned then custom storage was made for each item.
- Disaster recovery - Archives 6 cu ft of moldy and wet boxes faculty papers were dried and cleaned of mold.

D. Collections Care.

Collections care continued to develop and streamline services this year including the following:

- Ongoing assistance to the University Archives through continued rehousing of oversized materials identified during preparations for the move to room 146. Also, assisted with inspections related to a possible silverfish infestation requiring rehousing collection materials, and shifting collection materials stored in the Child Development Lab basement.
- Ongoing support for the Illinois History and Lincoln Collection through the purchase of materials and rehousing of oversized items in their collection (approx 60% complete) as well as continued efforts to establish preservation procedures and workflows during processing.
- Collections Care completed a significant overhaul of their integrated pest management procedures to streamline insect activity tracking and offered a workshop with Christa Deacy-Quinn from the Spurlock Museum.
- Preservation Outreach - created several new approaches to communicating preservation information and/or continued to develop prior initiatives:
 - Clean Library Bingo Game-Created, at the request of Library Facilities, an outreach program to reinforce the Library's Food & Drink Policy with an infographic & a monthly bingo game, first launched & distributed during Preservation Week
 - IPM report log- Created an infographic to better explain the process to Library staff. Also launched during Preservation Week.
- Undertook two specialized boxing projects:
 - Created and trained CAM staff to measure and capture bibliographic data for the boxing of 200 needed to be moved from Main Library Room 200. After boxes are completed by vendor, preservation boxes and barcodes items. Designed and ordered custom specialty boxes to allow the removal of 5,040 CD ROMs from file cabinets in Room 200 to tray boxes use on the shelves and moved to Oak St at a later time. (completed in coordination with Bookstacks).

E. Digital Preservation.

- Tracy out on medical leave - Jan. 16. Returned part-time Jun. 16, 16. Services were covered by GA Jesus Espinoza and Kyle Rimkus.
- Tracy earned Society of American Archivists' Digital Archives Specialist certificate (Nov. 15)
- Reformatting activities decreased due to absences - reformatted and recovered approximately 2 TB of unprocessed data
- Jesus Espinoza hired as digital preservation GA in Aug. 2015. He has been managing Medusa ingests and other digital content management issues as assigned.

F. Digitization.

Digital Content Creation has focused on production of digital images, but also spent a great deal of effort in FY16 on workflow documentation and analysis, thus improving both documentation, workflows, and production time. One new staff person joined DCC in FY16 - Henry Borchers was hired as the Digital Library Technical Coordinator. He began work in February of 2016.

- DCC staff worked with Bill Ingram and Howard Ding to develop a project registry and item level tracking database build off of Medusa. This provides item level tracking using barcodes and bibliographic information to track inventories for projects. The inventories are input into the database by content providers and DCC assigns the work in batches. Batches in the Medusa database correspond to the JIRA tasks making tracking of the process from start to finish very efficient and transparent.
- DCC adopted the use of JIRA agile project management software in managing workflows which increased throughput to a one to two week turnaround time from capture of images to ingest of content into preservation and access repositories. Physical content spends less time in DCC's possession and digital content is quickly processed decreasing the risk of loss while it is in a workspace on the network. JIRA also improved communication between the project manager, production staff and the repositories.
- DCC developed a stronger protocol for quality control of materials in the unit utilizing JIRA. Production staff follow a step by step task list accompanied by documentation and links it to the project in Medusa database. This insures technical metadata, file settings, exposure and color balance are correct. Quality issues are regularly addressed bi-weekly in staff meetings providing feedback to staff quickly. A self-quality control guide is also posted at each workstation in the digitization lab.
- Kyle Rimkus undertook a research project which investigated the various access pathways and popularity of the Library's various digital image collections (<http://hdl.handle.net/2142/89704>). This research has helped to inform current approaches to the development of our digital library.
- With special funding from Dean Wilkin, monies were made available to better prepare special collections materials for digitization projects. Preservation Services stewarded these funds and initiated conversations with all interested special collections units to help shape potential projects and move them forward.

Several of these projects had impact not only on DCC, but also Conservation workloads.

- In a heroic push to clean up older digitization files, Henry Borchers and hourly staff supervised by DCC moved backlog of brittle books content, RBML digitized content, and newly produced content from both to HathiTrust for preservation and access, resulting in the transfer of 4,772 volumes into the HathiTrust.
- Projects undertaken by DCC in FY16 include: Black Student Association (completed), bound U of I Thesis and Dissertations including large format foldouts (completed), National Highway Association Maps (completed), Maps of Africa (completed), WWI Maps (completed), ACES Spray Operating Training Manuals (completed), Archives/Advancement Library Photographs Collection (completed), Coordinated Science Lab Reports (completed), imaging for four RBML exhibits, imaging for Maps Library exhibitions, Conde de Montomar (completed), two volumes of ALA scrapbooks, two in house brittle books reformatted volumes, Ongoing projects undertaken in FY16, but continuing into FY17 include: Cavagna Collection digitization, Project Unica, Mapping History, other digitization support for rare book and manuscript digitization.
- A bid for digitization of brittle monographs and newspapers on microfilm was put through purchasing, resulting in Montreal-based Trigonix as the successful bidder.
- Staff met with Mike Furlough, director of HathiTrust, to discuss UIUC contributions and to provide feedback on the brittle books feature, which we currently find unusable.

G. Repository Services.

Kyle Rimkus chaired the library's Repository Management Group, presently co-chairs its replacement CAPT Repository, Access, and Preservation working group, and chairs the CAPT Digital Production working group. With these and other associated efforts, he is working with colleagues across several library units to establish a simple and efficient infrastructure for creating, providing access to, and preserving digital library content.

- Medusa presently houses 74.5 TB (16,100,000 files) of content. In the past year, services to the special collections continued. Medusa also made inroads with the Scholarly Commons and Research data service, and now houses data submitted to the Illinois Data Bank as well as that acquired by the library's Data Purchase Program.
- New Medusa features added by Howard Ding in past year include project digitization queues for DCC scanning, automated syncing of content from digitization staging areas to preservation storage, sharing of collection-level metadata with other systems, improved bulk services for automated copying of files to Amazon Glacier, and pages for the representation of file format information. These improvements have increased the efficiency of ingest and file management, and have allowed Medusa to become a powerful testbed for digital preservation research.
- Rimkus chaired an Image Management Evaluation Team working group that recommended moving away from CONTENTdm and various ad-hoc image management systems in favor of a local alternative built upon Medusa; work

began on this and is currently in beta release (a sample collection: <https://digital.library.illinois.edu/collections/6ff23a90-95b4-0131-1105-0050569601ca-f>). Migration of all CONTENTdm collections is currently underway.

- Rimkus contributed to preservation policy and information architectural planning for development of Illinois Data Bank on top of Medusa storage and its beta release (<https://databank.illinois.edu/>).

2. Major challenges faced by the unit during that period (July 2015 - June 2016):

A. Staff Absences:

- Sabbatical coverage - Unit head, Jennifer Hain Teper, was on research sabbatical from January 15 - July 15, and many staff had to take on additional responsibilities during her absence, particularly Kyle Rimkus, Miriam Centeno and Cher Schneider.
- For all of FY16, the Digital Reformatting Coordinator position was vacant and back filled by part of a 50% GA, as well as picked up by various members of the unit. This not only taxed staff members, but resulting in very little progress forward in this critical area.
- The Digital Preservation Coordinator position was unstaffed or only partially staffed from January to July 2016 due to staff leave, which hindered undertaking significant projects related to that area.
- The position of Rare Book Conservator was vacant from July 2015 - February 2016, which hindered undertaking significant projects related to that area.

B. Conservation was taxed with an inundation of digitization support projects which challenged staff to effectively balance priorities and deadlines.

3. Significant changes to unit operations, personnel, service profile, or service programs (July 2015 - June 2016):

A. New staff in the unit: Rare Book Conservator (hired 02/16/2016), Digital Library Technical Coordinator (hired 02/16/2016), Digital Reformatting Coordinator (search completed, not hired until August of 2016).

B. Staff Relocations: A long-time conservation position was shifted to better support the Collection Care program in April of 2016.

C. New Unit Name: the unit officially changed its name to the "Preservation Services Unit" to better reflect the broader range of services it now encompasses.

4. Contributions to Library-Wide Programs:

A. Cooperative Project Support

- CIC-SPR – preservation took the lead on drafting preservation review and minimum condition guidelines for participating libraries in the CIC (now BTAA) shared print repository phase one project, and served on the group managing the selection and preparations of Illinois contributions to the repository project.
- Google – preservation continued to serve on the Google project committee and oversee both repair of materials feeding into the Google digitization project (see “other statistics” section) as well as managing the “waterfall” of materials rejected through the Google project into potential digitization pathways with the Internet Archive and Brittle Books program.

5. review progress made on Unit Annual Goals for FY16 (as enumerated in the FY15 Unit Annual Report);

Area	Goal	Progress
<u>Administration</u>	Fully integrate DCC into Preservation Services Administrative structure	Nearly complete. Still have some legacy documentation/records to merge.
	Once media labs are complete, organize preservation services open house	Pending for Fall 2017
	Continue to consider preservation prioritization guidelines for general collections content vis-à-vis digitization and shared print storage	Continuing with significant progress/research completed.
	Secure permanent funding for Collections Care program	Completed – Miriam Centeno made permanent August 2016.
	Pursue possible grant funding for historic weather records project, if possible	Tabled for now, project reconsidered w/o digitization.
	Increase advancement opportunities for preservation services <i>outside</i> of conservation lab	Funding established for collections care and continued efforts/interests in reformatting
	Create documentation and internal procedures guidelines and move existing (scattered) materials to follow new guidelines	In progress
<u>Book Repair</u>	Begin weekly “tips” sessions to share treatment tips among conservations staff	tabled
<u>Conservation</u>	Begin weekly “tips” sessions to share treatment tips among conservations staff	tabled
	Hire rare book conservator	Completed, Quinn Ferris started 2/16/16
	Begin formalizing plans for 2 nd conservation colloquium	AIC grant for \$1000 secured, speaker identified and preliminary planning underway.
<u>DCC</u>	Develop more efficient tools for quality control of DCC digitized collections with the support of IT to expedite ingest of content into preservation and access repositories.	Completed.
	Implement JIRA in managing our in-house digital workflows tracking progress of content in digitization queue.	Completed.
	Develop digital projects database with IT for intake and vetting of projects in the library.	Completed (built as an add-on to Medusa)
	Work closer with Preservation to improve processes for digital production and improve communication for overlapping workflows such as Medusa Ingest.	Completed
	Update DCC website with consideration of Preservation’s website providing	Completed

	continuity for the new merged unit.	
<u>Preservation Reformatting</u>	Hire Digital Reformatting Coordinator	Completed, William Schlaack began 8/16/16
	Develop clear(er) guidelines in collaboration with HPNL for newspaper reformatting and prioritization/identification	Progress made, improvements continue
	Complete library-wide assessment of current digital collections to inform a strategic approach to future collection development.	Completed
	Introduce simplified process for proposing, vetting, planning, and implementing digital projects across all of Preservation Services' reformatting activities.	Some progress made, but incomplete
<u>Education and Training</u>	Continue in house outreach efforts in FY16 including "care and handling", "booksnakes" and "simple repairs".	Internal workshops held included IPM approaches and good exhibit preparations/presentation.
	Increase public outreach efforts, including possible public event for Preservation Week, participation in Preservation Emporium, and others....	Public presentations at Urbana Free Library, OLLI, and Yale (two tied in with Preservation week) as well as hosted Emporium event.
<u>Media Preservation</u>	Establish a budget strategy for sustaining the media preservation program. Looking beyond its initial "startup" phase, what are its ongoing costs for hardware, supplies, software, and staff? How will we sustain this as a service when we cannot expect new money to come to us from the state in the near term?	Underway
	Client focused workflow: Enhance policies and procedures to accurately reflect new changes in services in conjunction with in-house lab capabilities. Disseminate throughout Library and meet with key stake-holders.	Underway
	Internal unit focus workflow: Begin creation of structured workflow documentation to assist in day-to-day activities and decision making. This may be in conjunction with, or associated to, the development of new tracking database.	Underway
	Begin to compile and organize structured internal documentation relating to preservation and conservation techniques. This will include "how-to" guides, reference manuals and equipment, hardware and software training guides. This may also include the compilation of	Underway

	an organized, in-house library of literature, manuals and associated articles.	
	In association with the CME, develop a strategy and potential service model for providing media preservation services to the UIUC campus community.	Underway, no major progress in FY16
	Develop a plan, strategy and model for enhanced tracking database for media preservation services workflow.	Underway, no major progress in FY16
<u>Digital Preservation</u>	Complete analysis of digital collections to help inform future digitization efforts.	Completed
	Transition oversight of Medusa and digital preservation content management to Tracy Popp.	Completed
	Integrate Medusa with Fedora repository efforts underway from repository developers.	Change of course; Fedora was deemed unfit for our needs
	Complete file format research project and implement comprehensive library-wide file format policy for digital preservation.	Completed
<u>Collections Care</u>	Complete equipment inventory and loan project and advertise	Tabled for now.
	Move all disaster response web content to independent webpage	Some progress, but work continues.
	Transition all BEAP maintenance to Office of Facilities	Completed.
<u>PSAP/IMLS project</u>	Launch program publically, promote widely and wrap up grant	Completed, except funds remained which have been converted to a no cost extension to broaden PSAP scope a bit.

1. Unit Annual Goals for FY17.

Area	Goal
<u>Administration</u>	Complete full integration of DCC into Preservation Services Administrative structure (mostly electronic files and forms)
	Organize preservation services open house
	Increase advancement opportunities for preservation services <i>outside</i> of conservation lab
	Continue and ideally complete movement of documentation and internal procedures guidelines and move existing (scattered) materials to follow new guidelines
	Move all disaster response web content to independent webpage
	Assist with planning for preservation related concerns for Share Print Retention participation
	Implement testing of strategic system shut backs of HVAC in vault 2 of Oak Street
	Analyze value of Google waterfall through IA as well as tools to otherwise strategize for general collections digitization.
<u>Conservation</u>	Fully integrate medium rare repair workflow with skilled book repair staff
	Hold 2 nd conservation colloquium
	Re-consider staffing in support of General Collections, Special Collections, and Collections Care support needs.

	Look for opportunities for professional development for conservation staff to continue to develop skill sets and broaden abilities in lab.
	Delegate more responsibility for non-bench operations to skilled hourly staff
	Complete edits to procedures annual and upload to wiki. Hire and supervise student to help manage edits and move to wiki format.
<u>DCC</u>	Continue to improve turnaround time and throughput to meet deadlines.
	Hire civil service position
	Propose renaming Digital Content Creation to Digital Library Services.
	Complete Libguide on digital project development providing better documentation for content providers and prospective stakeholders about steps in creating a successful digital project (with support from new GA and other units involved in digital projects)
	Create a guide for digitizing special collections. DCC proposes working with Conservation for portions of this guide. Will address best practices for handling content safely with the equipment we use and strategies for creating the best digital surrogates for different types of material.
	Address staging and physical queue of materials sent to DCC for digitalization through purchase of flat files or other storage furniture. The staging area for oversized material is inadequate. Will seek out funding through Friendscript and other sources to purchase furniture to provide a safe queue for content delivered and waiting for digitization.
	Work with Preservation Services on the web presence of all units upon launch of new CMS. Consider how DCC is integrated into the unit's web presence so there is visual and organizational congruence.
	Fully merge DCC and Preservation unit server files, including personnel and budget information.
<u>Preservation Reformatting</u>	Develop clear(er) guidelines in collaboration with HPNL for newspaper reformatting and prioritization/identification
	Simplify the process for proposing, vetting, planning, implementing, and maintaining projects across all of Preservation Services' reformatting activities
	Organize and streamline internal workflow documentation
	Hire extra staff/students/Gas (not sure of the language to use) to ensure better turnaround for various reformatting workflows
<u>Education and Training</u>	Continue in-house outreach efforts in FY17 including "care and handling", "and possible new workshops on mold and print and photographic format identification and care.
	Continue to develop public outreach efforts, including possible public event for Preservation Week, and investigate new potential venues....
<u>Media Preservation</u>	Establish a budget strategy for sustaining the media preservation program. Looking beyond its initial "startup" phase, what are its ongoing costs for hardware, supplies, software, and staff? How will we sustain this as a service when we cannot expect new money to come to us from the state in the near term?
	Client focused workflow: Enhance policies and procedures to accurately reflect new changes in services in conjunction with in-house lab capabilities. Disseminate throughout Library and meet with key stake-holders.
	Internal unit focus workflow: Begin creation of structured workflow documentation to assist in day-to-day activities and decision making. This may be in conjunction with, or associated to, the development of new tracking database.

	Begin to compile and organize structured internal documentation relating to preservation and conservation techniques. This will include "how-to" guides, reference manuals and equipment, hardware and software training guides. This may also include the compilation of an organized, in-house library of literature, manuals and associated articles.
	In association with the CME, develop a strategy and potential service model for providing media preservation services to the UIUC campus community.
	Develop a plan, strategy and model for enhanced tracking database for media preservation services workflow.
<u>Digital Preservation</u>	Migrate all image collections in CONTENTdm, the Archon digital library, and other locations to the new Digital Library (https://digital.library.illinois.edu/).
	Fully implement rightsstatements.org access categories on all collections and items in the Digital Library to establish consistent rights management categories.
	Implement rich audiovisual preservation and access capabilities in Medusa and the Digital Library.
	Integrate Medusa preservation services into the library's nascent publishing efforts.
	Enhance Medusa-IDEALS integration for ongoing syncing of new content from IDEALS to Medusa.
	Fully implement comprehensive evidence-based file format policy for Medusa and related services (IDEALS, Illinois Data Bank, Digital Library, publishing, electronic records).
	Re-explore possibility of expanding Medusa services to other institutions.
<u>Collections Care</u>	Disaster Planning Training in FY 2017 - Coordinate a table top training drill to the Library's Disaster Training team, gathering all of the stakeholders and updating information on the Disaster wiki.
	Archives Move & Rehousing Projects <ul style="list-style-type: none"> • Continue rehousing of oversize materials • Assist in the planning & implementation of the storage space review to be undertaken by the University Archives
	Review of Collections Care Workflow documentation - Given recent staffing changes- there's a need to review the current workflows
	Environmental Monitoring procedures <ul style="list-style-type: none"> • Monitor Program edits to evaluate for efficiencies/problems • Continue Library Staff Preservation Training • Submit IPM data to the Illinois Data Bank and investigate usefulness of data to department and outside researchers.
	Feasibility study on the centralization of marking procedures in the Library. Begin discussions with stakeholders on the potential cost & time saving opportunities of centralizing labeling of barcodes & call numbers on General Collections or Special Collections Library materials.
<u>PSAP/IMLS project</u>	Finish no cost extension focusing on metal, glass, ceramic and stone objects. Launch program
	File final report and financials to IMLS
	Consider application and PI possibilities for next module of PSAP development (possibly ethnographic and natural history materials focus)

For units employing Graduate Assistants (GAs), the Unit Narrative should also include the following:

1. Number of GAs (FTE and Head Count) employed during FY15:
 1. four 50% graduate assistants (2.0 FTE)
2. Funding source for the unit's GAs:
 1. three (1.5 FTE) on state funds, one (0.5 FTE) endowed (Andrew W. Mellon Endowment)
3. Major responsibilities assigned to the GAs in the unit, and an overview of the contributions made (or projects completed) by GAs during the fiscal year.
 1. See job descriptions attached in Appendices.
 2. Special projects or contributions made by GAs outside of standard job description:
 1. Conservation GA
 - Worked on several special projects throughout the year including managing and conservation of Moldy maps for IHLC, Digitization of University Archives Camp us Maps, Student Life and Culture UIUC early 1900s baseball memorabilia, Cleaning and rehousing Fred Turner wood blocks, All newly accessioned items in Sousa Archives. Also helped lead two workshops: Simple repairs and Exhibits 101.
 2. Audiovisual Preservation GA:
 - Completed review and re-design of workflow for reformatting projects utilizing outside vendor services.
 - Has provided significant amount of training of new Media Preservation intern, Narcissa Sun. Has additionally taken over much of the supervisory and day-to-day oversight of intern.
 3. Digital Preservation GA:
 - Managed ingest into Medusa and continuing basic services in digital preservation during absence of Digital Preservation Coordinator.
 4. Digital Reformatting and Collections Care GA:
 - Oversaw brittle books reformatting workflows and newspaper microfilming to back fill vacant Digital Reformatting Coordinator position.

II Statistical Profile

1. Facilities - Not Applicable

2. Personnel

a. Faculty

- Jennifer Hain Teper (100%) (Full reporting year, state and endowment funded)
- Kyle Rimkus (100%) (Full reporting year, state funded)

b. Academic Professionals

- Joshua Harris (100%) (Full reporting year, state funded)
 - Tracy Popp (50%) (Full reporting year, with approved leave time, state funded)
 - Cher Schneider (100%) (Full reporting year, endowment funded)
 - Quinn Ferris (100%) (February 16, 2016 - present, endowment funded)
 - Miriam Centeno (100%) (Full reporting year, gift funded)
 - Angela Waarala (100%) (Full reporting year, state funded)
 - Henry Borchers (100%) (February 16, 2016 - present, state funded)
- c. Civil Service Staff**
- Erich Burkhardt (Library Assistant) (100%) (Full reporting year, state funded)
 - C. Jane Gammon (LOA, Conservator Specialization) (100%) (Full reporting year, state funded)
 - Jody Waitzman (LOA) (100%) (Full reporting year, endowment funded)
- d. Graduate Assistants**
- Kasie Janssen (50%) (July 1, 2015-June 30, 2016, endowment funded)
 - Cristina Kuhn (50%) (July 1, 2015-June 30, 2016, state funded)
 - Jesus Espinoza (50%) (July 1, 2015-June 30, 2016, state funded)
 - Elizabeth (Lisa) Vallen (50%) (July 1, 2015-June 30, 2016, state funded)
- e. Hourly Wages**
- Preservation Unit Funds
 1. State Account \$64,274 resulting in 4,712 hours (2.4 FTE) worked (includes summer graduate hourlyies) with support in all areas of unit.
 2. Laible gift \$1,635 resulting in 165 hours (0.08 FTE) worked in support of special collections support
 3. Friends gift \$4,665 resulting in 270 hours (0.14 FTE) worked in support of University Archives move, RBML “bits” project, and digitization support.
 4. Velde Endowment \$8,649 resulting in 400 hours (0.20 FTE) worked in support of faculty research
 5. IMLS PSAP grant \$34,166 resulting in 2,618 hours (1.3 FTE) in support of grant project
 6. DCC end of year funds \$73,419 resulting in 3,848 hours (1.9 FTE) in support of digital production and file processing.
 - Non-Preservation Unit Funds
 1. Google \$32,820 resulting in 2,553 hours (1.3 FTE) in support of outsourced digitization
 2. NEH Challenge Grant Endowment \$8,386 resulting in 631 hours (0.3 FTE) in support of general and medium rare conservation
 3. Backfill coverage with dean’s discretionary ICR funding \$2,424 for 128 hrs (0.06 FTE) total

3. User Services (used loosely, as we are not a public service unit)

1. Independent Studies/Practica
 - A. (LIS 592: Practicum), Faculty Advisor, 1 student, Fall 2015
2. Full Semester Credit Courses
 - A. None
3. Guest Lectures for Credit Courses

- A. 2 lectures for LIS 501 (Information Organization and Access), Professors Smith and Bonn
- B. 1 lecture for LIS 590EDI (Exhibit Design and Installation), Professor Hotchkiss
- C. 4 lectures for LIS582le, Preserving Information Resources, Professor Huot
- D. 1 lecture for LIS530 (Music Librarianship and Bibliography), Professor Wagstaff
- 4. Public Engagement (all events open to the public)
 - A. Gave one radio interview on WDWS
 - B. Presented a book making workshop to a troop of Girl Scouts
 - C. Douglas County Museum – presentation on Caring for your Family Heirlooms
 - D. Urbana Free Library – presentation on Caring for your Family Heirlooms
 - E. Yale Preservation Lecture – panel on conservation lab design
 - F. Many preservation staff participated in the biennial Preservation Emporium
- 5. Educational Programming (Lectures, workshops, etc).
 - A. Within the Library:
 - Exhibits 101 Workshop
 - IPM workshop
 - Mortenson Center: 1 lecture, 1 tour
 - B. Outside the Library
 - o Other Library Programs:
 - 1. presented one guest lecture for LIS530, Music Librarianship Class for UNC-Greensboro Library School.
 - 2. OLLI – presentation on Preservation Efforts at the University of Illinois
 - o Professional Organizations
 - Posters - none
 - Presentations by preservation staff members
 - 1. International Council of Archives - Section on University and Research Institution Archives
 - 2. Conference to Commemorate the Fire of Leuven University Library 1914
 - 3. Association of Moving Image Archivists
 - 4. Association of Midwest Museums
 - 5. Charleston Conference
 - Workshops led by preservation staff members
 - 1. CARLI AV Preservation Workshop
 - 2. Lecture on Preservation on a shoe-string budget to Sorority and Fraternity Annual Conference
 - 3. CARLI workshop on disaster planning and recovery from fire in partnership with the Illinois Fire Services Institute

6. **Other statistics (optional)**

- 1) Conservation and Book Repair: We have continued to serve the University Library System by offering simple through complex book and enclosure treatments for special, circulating and reference collections. Over the past year, the unit has undertaken the following:

- a) *Pamphlet Binding*: bound **1,054** items into customized pamphlet binders (FY15 1,075)
 - b) *General Collections Conservation and Quick Repairs*: overall, general collections conservation (inclusive of the Google project, which largely stopped in March of 2016 due to a change in materials being selected for Google) and collections care (quick repairs) repaired **2,961** items consisting of 2,563 books, 21 pieces of flat paper, and 1 teaching kits. Repairs predominantly took under 2 hours, but 28% took 2-4 hours and 1% took 4-16 hours. (FY15 6,156 with 4,177 related to Google). Of that total, 1,064 items were part of the Google Project, and 376 were simple repairs taken on by Collections Care.
 - c) *Medium Rare Conservation*: As note above, this is a new workflow that blurs some lines between general and special collections which was begun in the late spring of 2016. Treatments are typically more time consuming and involved the standard general collections, but ideally briefer than typical special collections approaches. In FY16 conservation repaired 10 books and 10 pieces of flat paper in the medium rare workflow, for a total of **20** items.
 - d) *Special Collections Conservation*: **188** items repaired and **37** items prepared for exhibits (FY15 969 items repaired and 114 items prepared for exhibit) consisting of 0 pamphlets, 16 books, 147 pieces of flat paper, 25 photographs, and 0 objects. Treatment times were predominantly under 2 hours, but 13% took between 2-4 hours, 26% took 4-8 hours, 4% took 8-16 hours, 7% took 16-40 hours and 1% took over 40 hours to complete.
 - e) *Oak Street Stabilization*: In FY16 361 items were stabilized, 409 received enclosures and 1 item was repaired for a total of **771** items. (FY15 496 total)
 - f) *Enclosures/Rehousing*: **982** items received custom enclosures, encapsulation, or rehousing in FY15 (FY15 4,890). Included in this is a major rehousing project in IHLC (672 items rehoused and 44 put into mylar) Totals for FY15 were higher than average largely due to the Archives Move project, which contributed 3,933 items to the FY15 total.
 - g) *Cleaning/Disaster Recovery*: **1,561** items were cleaned or dried (or both), including 314 items cleaned of efflorescence in RBML (FY15 1,487).
- 2) Preservation Reformatting:
- a) *Brittle Books to Digital*: **434** items were reformatted to digital format and **1** items was reproduced as preservation quality physical facsimiles (FY15 507/7)
 - b) *Microfilm*: produced **104** reels of preservation quality microfilm for embrittled newspaper content and repaired an additional **0** rolls of microfilm (FY15 produced 3 repaired 27)
 - c) *Replacement Pages*: statistics on the number of replacement pages for missing content was not accurately kept for FY16. (FY15 8)
- 3) Commercial Binding Preparations
- a) *Monographs*: bound **4,428** monographic titles (FY15 3,619)
 - b) *Serials*: bound **6,560** serial volumes (FY15 8,383)
 - c) *Other*: bound **0** thesis or “other” formats.(FY15 68)
 - d) *Custom Protective Enclosures*: measured and ordered **1,342** custom boxes (FY15 790)
- 4) Digital Preservation:

Transferred **175** discreet media items. (FY15 over 1,000 discreet media items)
Ingested over **23.5TB** and **9,100,00** master files into Medusa long-term storage (FY15 34TB and 3,000,000 master files)

- 5) Time-based media reformatting: The program transferred audiovisual assets from **681** analog sources, including various video tape formats (139 items), motion picture films (18 items), grooved audio disks and various audio tape formats (521 items), and 3 optical media transfers. (FY15 transferred 1,183 discreet items).

In addition to reformatting, all media items receive a condition assessment. A large subset of the above transferred items received general preservation or more intensive conservation treatment. In addition

- **143** films (primarily from UA, Sousa and MPAL) received full inspection, repair, cleaning and rehousing.
- **310** items were audio and video tapes (primarily from Sousa's Robert Brown Collection and Dance Dept. Collection) were treated for mold. This occurred both through outside vendor and in-house remediation.

6) DCC

• **Exhibition Reproduction**

- a. RBML exhibits, 199 images
- b. Maps Library exhibits: 184 images

c) **Digitization Projects**

Ongoing Projects

- Cavagna (403 items)
- Project Unica (10 items)
- Mapping History (330 items)
- Digital Rare Books (13 items)
- Digital Manuscripts (4 items)

Completed Projects

- Black Student Association (573 preservation masters from PDFs)
- Theses and Dissertations
 - Large format foldouts for Diss/Theses scanned by IA (147 items)
- National Highway Association Maps (112 maps)
- Maps of Africa (15 maps)
- ACES Spray Operator Training Manuals (83 items)
- Archives/Advancement Library Photograph Collection (2,650 images)
- Coordinated Science Lab Reports (199 items)
- Conde de Montomar (30 letters)
- ALA Scrapbooks (2 volumes)
- Inhouse Brittle Books Reformatting (2 volumes)
- WWI Maps (13 maps)

d) **HathiTrust Ingest**

- Brittle books legacy content remediated/prepped and ingested: 3,638 volumes
- RBML collection materials ingested: 976 volumes
- New brittle books content submitted: 158 volumes

7) Internet Archive

Preservation has oversight for the partnership with the Internet Archive. For FY16, IA has digitized 3,828 items consisting of 2,249,867 (FY15: 6,050 books and 3,160,174 images).

III Appendices (optional)

Units may

- append additional material that illustrates the year's accomplishments, such as program flyers or assessment results;
- cite relevant Web pages, reports, or other documents that provide a richer description of the year's activities.

Graduate Assistant Posted Job Descriptions (2015-2016 school year)

CONSERVATION UNIT

HALF-TIME GRADUATE ASSISTANTSHIP

POSITION & TITLE

Graduate Assistant, Conservation Unit

50% Appointment (20 hours/week) available August 16, 2015 – August 15, 2016

ORGANIZATIONAL RELATIONSHIP

This position reports to the Juanita J. and Robert E. Simpson Senior Conservator

MAJOR DUTIES & RESPONSIBILITIES

Under the direction of the Sr. Special Collections Conservator, this position assists in the day to day operations of the conservation unit in support of the Library's special collections.

Major duties will include:

- Head lab management including: laboratory maintenance, weekly lab preparations, monthly statistics, and supply inventory and ordering;
- Liaison for Conservation to Special Collections Libraries;
- Preservation of Library Materials: rehousing special collections materials, assisting the moving of at risk collection materials, and conservation assessments and condition surveys for special collections;
- Tracking incoming library materials in conservation database;
- Documentation for the conservation of library materials in written and digital photographic form;
- Hands-on repair and stabilization of book and paper materials: surface cleaning, tear repair, humidifying, flattening, and encapsulation;
- Assisting with preparations for exhibits: making mats and cradles, photographing exhibits, maintaining supplies, and assisting with installation/deinstallation.

Other duties may include, but are not limited to:

- Support of integrated pest management;
- Environmental monitoring;
- Disaster planning and response;
- Leading and/or assisting with training workshops;
- Training interns and undergraduates;
- Leading or participating with Conservation Laboratory tours;
- Project development and grant preparations;
- Assisting with preparations for outsourced conservation treatments.

For information on the Preservation and Conservation Program, see: <http://www.library.illinois.edu/prescons/>

REQUIRED QUALIFICATIONS

Ability to work a set schedule of 20 hours between the operating hours of 9 am and 5 pm; experience or interest in the field of preservation and/or conservation of library materials; ability to work independently, initiative on projects, and is well-organized; proven ability to perform fine detail handwork; good written and oral communication; computer literacy including Microsoft Office and web-based applications; basic working knowledge of digital photography.

PREFERRED QUALIFICATIONS

Experience with bookbinding or other related arts and crafts; experience working with artists materials along with tools, matting, and framing; knowledge of printmaking processes and papermaking; general understanding of Chemistry and Lab safety; significant experience with databases including Microsoft Access and Voyager; working knowledge of Photoshop.

University of Illinois at Urbana-Champaign

Pre-Professional Graduate Assistant in Digital Preservation

Duty Analysis

Percent of PGA Appointment: 50%

Primary Position Function/Summary: Working in the Preservation Unit, the Graduate Assistant in Digital Preservation supports a growing role in managing the library's digital preservation activities. This GA works with content producers and the Medusa digital preservation repository technical team to plan and manage actions such as file packaging, staging, and ingest into the repository.

Organizational Chart:

- Provost
 - Dean of Libraries and University Librarian

- Head of Preservation and Conservation
 - Preservation Librarian
 - Graduate Assistant in Digital Preservation

Position Requirements and Qualifications

Education: Enrolled as a full-time Graduate Student at the University of Illinois at Urbana-Champaign (preference given to students in the Graduate School of Library and Information Science)

Experience: Some knowledge of preservation services in libraries from course work or from previous jobs

Training: None beyond education and experience

Required:

- Knowledge of digital preservation management concepts
- Knowledge of XML and how metadata is represented in various schema
- Knowledge of file formats for long-term preservation (images, audiovisual materials, documents)
- Attention to detail

Preferred:

- Experience using a programming language such as Ruby, Python, XSLT, or other for manipulating batches of files
- Experience authoring metadata records for digital library content
- Knowledge of preservation best practices in libraries

Supervisor: Kyle Rimkus

To support the Preservation Unit's growing responsibilities for managing digital preservation services, the Graduate Assistant will gain valuable hands-on experience in a field of crucial importance to the future of library and information science. The practical skills acquired in this position are in high demand on the LIS job market. Specific duties include:

- *Medusa management:* Maintaining metadata about locally produced digital collections in the Medusa collection registry, identifying and packaging digital content for ingest into Medusa, tracking the status of all files and file packages ingested into Medusa
- *OAIS Package Development:* Developing file package profiles specific to collection and content types
- *Documentation:* Documenting in writing all newly developed workflows or procedures
- *Media Migration:* Transferring data off of obsolete computer media on an as-needed

basis

PRESERVATION UNIT
MEDIA PRESERVATION GRADUATE ASSISTANT

POSITION & TITLE

Pre-professional Graduate Assistant, Preservation Unit

50% Appointment (20 hours/week), available August 16, 2015 – May 15, 2016

ORGANIZATIONAL RELATIONSHIP

This position reports to the Media Preservation Coordinator

MAJOR DUTIES & RESPONSIBILITIES

Under the direction of the Media Preservation Coordinator, this position assists in the day to day operations of the media preservation program in support of the Library's analog and digital sound, still image and moving image collections.

Major duties will include:

- Tracking and management of collection materials through preservation workflow
- Collaboration and support of media preservation related projects
- Assisting with preparations for outsourced and in-house media reformatting
- Working collaboratively with Digital Preservation Graduate Assistant for ingest of digital media into in-house digital repository.

Other duties may include, but are not limited to:

- Hands-on conservation of media collection assets
- Digital transfer and reformatting of analog media assets
- Design and implementation of media preservation assessments and condition surveys
- Managing relationships with Library and University staff and outside vendors
- Project development and grant preparations.
- Assisting with preparations for exhibitions utilizing media elements
- Assisting researchers in the access of specialized media
- Leading or assisting with training workshops

For information on the Media Preservation Program,

see: http://www.library.illinois.edu/prescons/services/media_preservation/media_preservation.html

REQUIRED QUALIFICATIONS

Ability to work a set schedule of 20 hours between the operating hours of 8 am and 5 pm. Experience or interest in the field of preservation and/or conservation of library materials, specifically media. Basic computing skills. Ability to work independently.

PREFERRED QUALIFICATIONS

Experience with audiovisual media production, post-production or preservation. Experience with digital media, digital preservation frameworks, metadata and collection management best practices.

University of Illinois at Urbana-Champaign Pre-Professional Graduate Assistant, Reformatting & Collections Care

Organizational Chart:

- Provost
 - Dean of Libraries and University Librarian
 - Head of Preservation and Conservation
 - Collections Care Coordinator
 - Graduate Assistant in Reformatting & Collections Care

Position Requirements and Qualifications

Education: Enrolled as a full-time Graduate Student at the University of Illinois at Urbana-Champaign (preference given to students in the Graduate School of Library and Information Science)

Experience: Some knowledge of preservation services in libraries from course work or from previous jobs

Training: None beyond education and experience

Knowledge

- **Required:**
 - Knowledge of digital preservation management concepts
- Knowledge of digital imaging standards in libraries
- Project management experience
- Attention to detail

Preferred:

- Experience authoring metadata records for digital library content
- Knowledge of digital imaging standards in libraries

Supervisory Control: None

Supervisor: Miriam Centeno (some supervision shared with Kyle Rimkus)

Provide a brief summary on how the duties outlined above help the student gain experience, practice or guidance significantly connected to his or her field of study and career preparation. Additional information related to the type of work that the employing unit is responsible for would be helpful.

To support Preservation Services growing responsibilities for co-managing digital production workflows for digital preservation, the Graduate Assistant will gain valuable hands-on experience in a field of crucial importance to the future of library and information science. The practical skills acquired in this position are in high demand on the LIS job market. Specific duties include:

- HathiTrust ingest management: Coordinating ingest of Brittle Books and locally produced book packages for ingest into HathiTrust, in cooperation with colleagues from Cataloging and Access Management and IT, to include management of documentation, and tracking the status of all files and file packages ingested into HathiTrust
- *Preservation Reformatting Workflow Assistance*: Manage the packaging of brittle books shipments, quality assurance on image files as they come in, support for newspaper reformatting projects, documenting workflows, other tasks as needed
- *Collections Care Triage Workflow Assistance*: Assist in the triage of treatment workflows, documenting workflows, assist in triage training, other tasks as-needed

