

**PRESERVATION SERVICES UNIT
ANNUAL REPORT FY20 (JULY 1, 2019 – JUNE 30, 2020)
PREPARED BY JENNIFER HAIN TEPER, UNIT HEAD**

1) **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, etc.). 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.

2) **Major Activities and Accomplishments of the Unit in FY20:**

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.

i) **Grant Applications Submitted**

(1) Save America's Treasures Grant Program "Saving Her Words: Preserving the Gwendolyn Brooks Papers", \$115,237 requested. (PI Teper, Jennifer Hain, co-PIs Quinn Ferris and Siobhan McKissic) (approved for funding in August 2020)

ii) **New Grant Applications Funded in FY20**

(1) Library Innovation Grant "A Case for Case Paper". 2019-2020. Library Innovation Funding (internal Library grant) \$13,673. (PI Teper, Jennifer Hain, co-PIs Quinn Ferris and Eric Benson)

iii) **Grant Applications Declined in FY20**

(1) N/A

iv) **Current Grant Oversight & Participation**

(1) One of six projects selected to participate in the IMLS-funded Fostering a Community of Practice: Software Preservation in Libraries and Archives: <http://www.softwarepreservationnetwork.org/fcop/> (sub-award, Tracy Popp. Completed May 2020)

(2) Saving Architectural Archive with Supplies and Consultation, National Endowment for the Humanities (NEH) Preservation Assistance Grant, \$6,425. (PI Uihlein, Marci submitted via the School of Architecture with co-PIs Jennifer Hain Teper and Ellen Swain). (ongoing)

- (3) The Woodward Collection of Advertising: Documenting American Media, Culture, and Business in the 20th Century, funded by the National Historic Publications & Records Commission (NHPRC), \$94,205. (PI Teper, Jennifer Hain, co-PIs Lisa Romero and Christopher Prom). (ongoing)
 - (4) National Digital Newspaper Program Grant Completion of Fourth Grant Cycle No Cost Extension, Continued Fifth Grant Cycle, \$250,000, (co-P.I.s Kyle Rimkus and Celestina Savonius-Wroth). Completed submission of materials left over from the fourth grant cycle. With the digital reformatting coordinator and NDNP GA documentation was developed and a framework build for starting the fifth grant cycle, with a focus on underrepresented communities and political causes. Anticipated to digitize approximately 100,000 pages of newspapers from microfilm. (ongoing)
 - (5) Partners on “Educational Materials Made Accessible” (EMMA) grant led by John Unsworth at the University of Virginia, with the goal of making digitized materials more accessible to patrons with print disabilities (<https://news.illinois.edu/view/6367/753830>). (partnership through Kyle Rimkus). Attended grant meeting; began coordinating submission of remediated materials to project repository platforms in partnership with DRES. (ongoing)
- v) Other Advancement Activities
- (1) Staff led at least five advancement tours (including one for Robin Kaler’s staff and one for the Illini Club)
 - (2) Staff also led two lunch talks on preservation to local retirement communities at the bequest of the Advancement Office
 - (3) Foundation Weekend – Unit staff attended the Foundation Weekend event
- b) **New Workflows**
- i) Preservation Services: Emergency Access Digitization in response to COVID-19, initiated a workflow to accommodate patron requests for digitization from the library catalog to include:
 - (1) Triage and tracking of items routed to Preservation Services
 - (2) Digitization via Digitization Services or Internet Archive of items not routed to lockers for in-person pickup
 - (3) Modification of the Digital Library System to accommodate items that single users must authenticate via Shibboleth to view, and restrict their ability to download page images
 - (4) Swift upload of all digitized content to HathiTrust ETAS, and the adaptation of all Voyager scripts used for this purpose to Alma
 - (5) Effective communication between participants within Preservation and other participating units, such as Cataloging and Circulation
 - (6) Comprehensive documentation of our process
 - ii) Woodward Project as library-wide remote work resource: As the work-from-home order and subsequent slow re-opening of library services took place, the Woodward Project, which was being undertaken by grant-funded student

workers shifted to a remote work option for any interested library staff. To date, 19 civil service staff from around the library and an additional 6 hourly from Preservation Services have been trained and contributed to the Woodward Project while working from home. This has required a significant reconceptualization of workflows and training approaches. It should also be mentioned that this project has been significantly supported by Facilities staff in shipping who have also allowed the project to share space with the loading dock area and shipping office since March.

- iii) CARLI partnership: Kyle Rimkus advanced discussions with CARLI about initiating a statewide institutional repository service based upon our locally managed Medusa/IR platform. This included laying the groundwork for an partnership agreement with CARLI staff and staff from campus Contracts and Legal departments.
 - iv) Digital Reformatting staff began work with newspapers.com to implement a public-private partnership for newspaper microfilm digitization.
 - v) Tracy Popp was the project co-lead on the Improving Digital Content Appraisal and Processing (IDCAP) project. This project represents cross-unit efforts to revise and develop workflows that effectively support the appraisal and processing of digital content identified as having archival or long-term value. Workflows will be developed to include tasks that range from the point of appraisal and acquisition through to the point of digital preservation workflows and eventual access
 - vi) Collections Care staff created databases to track location and status of all PEM2 environmental dataloggers across 18 units, as well as location and status of loanable equipment, such as vacuums and dehumidifiers.
 - vii) Significant revision and expansion of Media Preservation workflow documentation; now available in University of Illinois Wiki, <https://wiki.illinois.edu/wiki/x/NJIHKw>
- c) **Other**
- i) Case Paper Research: Several conservation staff have partnered with Eric Benson (Chair of Graphic Design at the School of Art + Design, UofI) to investigate the creation of an environmentally sustainable paper to be used in book conservation. This has involved making and testing multiple sheets of paper from various agricultural waste fibers as well as a presentation and post-print within the American Institute for Conservation, funding through the University Library's Innovation Fund, and an accepted presentation at 2020 North American Hand Papermaker's conference.
 - ii) Disaster Response: Staff from across the Preservation Services unit assisted with disaster response and recovery efforts in Main Stacks and the RBML vault during the water event of March 2020
 - iii) Collections Care & Binding: Compiled 5-year total Integrated Pest Management reports.
 - iv) Media Preservation assessments: Completed inventory and assessment of NCSA high priority videotape collections. First phase of archival

preservation initiative between NCSA Advanced Visualization Laboratory, Media Preservation and University Archives.

3) **Major Challenges Faced by the Unit During that Period:**

- a) COVID-19 and work from home order, as for all units
- b) ALMA migration preparations and learning new workflows, as for all units

4) **Significant Changes to Unit Operations, Personnel, Service Profile, or Service Programs:**

- a) New staff in the unit:
 - i. Shelby Strommer (Collections Care Coord, AP) (100%) (state date February 16, 2020, state funded)
 - ii. Kara Hagen (Library Operations Associate) (100%) (start date Sept 9, 2019, state funded)
- b) Departures: None
- c) Staff Transitions:
 - i. Rachael Johns was promoted from Digital Imaging Specialist I to Digital Imaging Specialist II, December 2019.
- d) Oversight on new staffing initiatives: Completed supervision of Karl Germeck's 3-year residency (ended August 15, 2020). In his time here, Karl contributed to file format research in digital preservation, worked with University Archives to package born digital electronic records and make them accessible, and aided the Rare Book and Manuscript Library in processing born digital materials.
- e) Reporting Transitions: None

5) **Contributions to Library-Wide Programs:**

- a) Preservation Services Search Committee participation. Members of Preservation Services participated on the following search committees: Assistant Dean of Facilities, Associate Director of DEIA (cancelled), Head of Scholarly Commons, Repository Developer.
- b) Building renovation planning: Preservation Services staff have served as both working group members, and advisors on the planning stages for the special collections building project, as well as participated in most Special Collections Division Meetings.
- c) Digital Library Support: Participated in ongoing planning and management effort to migrate IDEALS from DSpace to new local platform based on the Medusa software stack and led the development of specifications for and rolled out an improved Digital Collections portal (<https://digital.library.illinois.edu/>) that facilitates the search and browse of all locally managed digital collections housed in several systems (Digital Special Collections, IDEALS, Illinois Data Bank, HathiTrust, Internet Archive, Illinois Digital Newspaper Collections)
- d) Outreach and Education Activities
 - i) ISchool teaching support:
 - (1) Guest lectures and/or tours by Preservation Services staff: 501 (1), 582 (7), 580 (1), 471 (1), 590AV (2), IS 581A (2x), 582, IS586DP, also conducted "A/V Preservation Hands-on Day" workshop for IS590AV

- (2) Full semester courses taught by Preservation Services staff: 582 (fall 2019), 590PC (spring 2020)
- (3) IS Practica supervised: None
- ii) Preservation Week 2020 (virtual programming) included
 - (1) 4 webinars (480 total registrations, including national and international participants)
 - (2) 1 online exhibit
 - (3) 5 blog posts, plus additional cross-platform social media promotion throughout the week
- iii) RBML Exhibition Ferris, Quinn Morgan, Marco Valladares Perez, and Jennifer Hain Teper. 2019. Exhibition: *The Good, the Bad, and the Ugly: Conservation Treatments & Decision Making Through the Ages*. Rare Book and Manuscript Library, UofI Library. Curated, prepared, installed, and wrote exhibition catalog for fall 2019 RBML exhibition, including arranged opening reception speaker (Chela Metzger, UCLA conservator) and organization of two workshops (one public and one for the Library) on quill cutting, led by Indiana University library's conservator Doug Sanders.
- iv) Digital Preservation Webinars: Digital Preservation staff, with support from the AUL for Digital initiatives, co-hosted a series of four Society of American Archivists' Webinars and co-facilitated discussion session, as well as served as co-developer of four-part webinar series on teaching practical digital preservation basics (Chicago Cultural Alliance)

6) Review progress made on Unit Annual Goals for FY20 (as enumerated in the FY19 Unit Annual Report):

Area	Goal	Status
<u>Administration</u>	Administer NHPRC grant to completion (complete processing of Woodward collection and all materials out of 17D)	ongoing
	Reevaluate administrative responsibilities of unit head and senior staffing to provide clearer and most consistent supervision and feedback.	On hold, but significant planning and discussions with senior staff and AUL for Digital Initiatives undertaken pre-COVID
	After ILS transition, revisit public access to conservation photodocumentation from Digital Library.	On hold
<u>Conservation</u>	Design and implement streamlined conservation priority-setting procedures with the Rare Book and Manuscript Library	completed
	Complete treatment on all medium rare and special collections materials currently held (pending treatment) in the conservation lab, including backlogged items from previous conservator	completed
	Onboard new LOA for General Collections Conservation (Kara Hagen)	completed
	Transition visiting exhibits conservator to permanent position	completed
	Streamline point of contact workflows between special collections and various conservator positions to create stronger relationships and more efficient communication	ongoing, for example coordination and cooperation between the conservation lab and IHLC and RBML are more fluent and the exhibit preparation time was significantly improved with very exhibit prepared with one year in advance.
	Build stronger documentation for GA responsibilities, lab orientation and safety, and social media management	Underway, will be completed FY21

	Begin planning and development for future conservation support area in proposed new special collections building	ongoing
<u>Digitization Services</u>	Continue working with HathiTrust Digital Library to refine development and documentation of Speedwagon HathiTrust Ingest Tool. DS and the Digital Library Technical Coordinator are working with HT to streamline the packaging tool creating a widely application version for other HathiTrust members. The plan is to make it available as an open source tool.	Complete – This tool was shared with HathiTrust and continues to be updated.
	Schedule projects for the lab 3 - 6 months in advance.	Complete – This was very successful for most of the fiscal year. Due to COVID shutdowns and necessary safety precautions near the end of the fiscal year, project planning shifted to a more flexible mode, to accommodate needs due to staffing a physical access to materials changing.
	Continue to work with IT to come up with solutions when equipment replacement or new equipment is needed.	Ongoing – Continued planning and communications for technology needs progress.
	Work with Archives to set up monthly or quarterly project meetings.	Ongoing (? Kyle is this right?) – due to staffing changes due to COVID-19, these remain to be established.
	Increase social media presence established in 2018. Graduate assistant will work on documentation more stories about lab operations and the unique solutions created to digitize special collections. https://www.instagram.com/illinoisdigitization/	Complete – Analysis of our reach shows that DS has increased engagement, best practices documentation is available, social media presence continues to evolve.
	Update DS webpage once Preservation Services webpage redesign is complete. The aim is to create webpage that highlights our patron services but also include information about digital collections, the lab, equipment and operations - specifically notable projects or developments.	Ongoing – Graduate Assistant is working on the webpage. Broken links and maintenance continues, as well as keeping COVID notification of DS Services up to date.

	Revise our manual for digitizing special collection to include recently developed methods for digitizing board games and other 3-dimensional objects. Add the revised manual to our new webpage.	Ongoing – Manual is in progress. We completed a pilot “RBML Historical Games” which was successful and available via the Digital Library.
<u>Reformatting</u>	Seek out new grant opportunities for continued newspaper reformatting efforts	In progress
	Update brittle books policy and establish a new web presence	In progress (significant progress made – website design established)
	Revision and expansion of Digital Reformatting workflow documentation	In progress (significant progress made – documents becoming available on the department wiki)
	Devise a better plan for in-copyright brittle books content by exploring the possibility of using the Digital Library to host content behind a UIUC login	In progress (script developed; progress paused due to Hathi’s ETAS program)
	Development and implementation of patron fulfillment workflow of print materials	In progress
	Expansion of Internet Archive scanning services to accommodate new types of materials (e.g. archival collections)	In progress
<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? (FY17)	Ongoing. Progress made this year included better tracking of cost-recovery account (with BHSRC)
	Revision of in-house and out-sourced workflows. Standardization of all aspects of the workflows across all vendors and in-house facilities. (FY18)	Complete

	Review and revise all rates, both internal and with outside vendors.(FY18)	No progress made
	Develop a strategy and potential service model for providing media preservation services to the UIUC campus community. Propose cost-recovery model.(FY17)	No progress made.
	Collaborate with stakeholders to develop longer-term plans for strategic preservation of media collections. (FY19)	Little progress made.
	Develop, test and implement robust metadata schemas and associated tools (FY19)	Ongoing. Major progress made in all areas via A/V Metadata WG.
	Collaborate with departmental colleagues to enhance workflow tools and : including project tracking, metadata generation, file naming and packaging, QC and ingest (FY19)	Ongoing. Major progress made via A/V Metadata WG.
	Complete all projects in MPU backlog (FY19)	Complete
	Improve Media Pres web presence on Library website which may include updated Media Pres policy, pricing sheet, services offered, etc.	Ongoing. Progress made in overall Pres. Services website, no changes to MPU website.
	Advocate for continuing education and increased training for MPU staff and GA	Ongoing. Major progress made with departmental and division assistance.
<u>Digital Preservation</u>	Continue to work closely with special collections units continue to develop digital collections processing and management guides	Ongoing. Currently working with special collections staff via the IDCAP group to address this goal.
	Work closely with faculty and staff in RBML to establish procedures for curating and preserving born-digital collections content	Ongoing. Currently working with RBML staff via the IDCAP group to address this goal.
	Continue to evaluate and/or build tools to assist curators with born-digital content stewardship and access	On going
	Complete the majority of activities related to the FCoP project and close out the project	Completed

	Working within the framework of the recently formally established Big Ten Academic Alliance Digital Preservation Peer Group, continue to build collaborative working relationships with others at BTAA peer institutions	Ongoing.
	Continue to build our presence and leverage our role within Software Preservation Network membership.	Ongoing. Membership renewed for 2021 – 2022 thanks to funds from Chris Prom’s AUL fund.
	Continue to build our presence and leverage our role with BitCurator Consortium membership.	Ongoing. Membership renewed for 2020 – 2021.
	Develop and implement a software preservation collection within the Medusa preservation repository	Completed
<u>Collections Care</u>	Improve communication plan for the Library Disaster Team with a communication training in Spring. Include networking with Krannert & Spurlock Museum	In progress (spring 2020 training postponed due to pandemic)
	Create a loanable equipment database to keep track of all loanable equipment information – current location, historical location, and historical maintenance information.	Database completed
	Onboard new Collections Care Coordinator	Completed. (Shelby Strommer started February 16, 2020)
	Streamline IPM collection workflow by creating a new way to capture new data. This could be a webform, google form, or custom HTML webpage.	In progress

7) Unit Annual Goals for FY21.

Area	Goal
<u>Administration</u>	Administer NHPRC grant to anticipated completion in September 2021
	Administer SAT grant starting in Fall 2020 with hire of visiting conservator
	Continue work to evaluate administrative responsibilities of unit head and senior staffing to provide clearer and most consistent supervision and feedback.

	Revisit public access to conservation photodocumentation from Digital Library.
<u>Conservation</u>	Perform iron gall ink treatment on Newton Manuscript and make film documentation about this treatment. Finish the film documentation about every step to the phytate treatment for educational purposes.
	Record short videos about different procedures we are doing for educational purposes
	Improve exhibit preparation and installation methodology according to our new needs and begin preparing the exhibits processes for the new building space.
	Research and improve our knowledge about lighting, environmental control and exhibit management in the proposed new exhibit spaces.
	Achieve 2-year lead time for all Special Collections exhibits.
	Develop exhibit preparation manual for RBML (this should mostly be done by RBML, but Conservation may provide guidance).
	Change layout of exhibit preparation space in Conservation to be more functional given changing needs (Plexi shield construction, for example)
	Exhibit Conservator will begin to provide more exhibit assistance to other departments at Main Library, not only IHLC or RBML
	Complete Green Office certification
	Formalize wet lab maintenance and training
	Perform testing (accelerated aging, pH, Oddy) on locally made, sustainable conservation supplies (Prairie Paper and PrimeOne https://www.lbsbind.com/products/cover-board/primeone-board/). Results would inform our use of the materials and may be published or otherwise disseminated to promote sustainability in conservation.
<u>Digitization Services</u>	EAS Project: Creatively and productively support an innovative access model in light of access restrictions to physical items due to necessary safety precautions surrounding COVID-19
	RBML Repackaging Project: To create better access to previously digitized RBML content in the Digital Library
	Staffing models: Cross train staff within our library system to meet the needs of the EAS Project
	Alma implementation: Learn and adapt to the new library cataloguing system of Primo/Alma platforms

	Aeon implementation: Learn and adapt to an anticipated newly expanded Aeon system of tracking Special Collections requests
	Project support goals: use our social media presence to drive traffic to the digital library and highlight library digitization project efforts.
<u>Reformatting</u>	Seek out new grant and workflow opportunities (e.g. in-house microfilm scanning) for continued newspaper reformatting efforts
	Update brittle books policy and establish a new web presence
	Revision and expansion of Digital Reformatting workflow documentation
	Devise a better plan for in-copyright brittle books content by exploring the possibility of using the Digital Library to host content behind a UIUC login
	Development and implementation of patron fulfillment workflow of print materials
	Expansion of Internet Archive scanning services to accommodate new types of materials (e.g. archival collections)
<u>Digital Preservation</u>	Through the IDCAP group continue to work closely with special collections units continue to develop digital collections processing and management guides
	Work closely with faculty and staff in Sousa to establish procedures for curating and preserving born-digital collections content and bringing workflows in alignment with other special collection units.
	Continue to evaluate and/or build tools to assist curators with born-digital content stewardship and access with focus on priority areas identified through IDCAP work
	Adjust media reformatting and digital content transfer procedures to accommodate DPC remote work during the COVID-19 emergency.
	Review lab hardware in 429 and develop hardware replacement plan.
	Continue work focused on developing local file format profiles and policies for preservation and access.
	Continue to build our presence and leverage our role within Software Preservation Network membership.
	Through the IDCAP group continue to work closely with special collections units continue to develop digital collections processing and management guides

<u>Collections Care</u>	Facilitate a disaster response training session or tabletop exercise for the Library Disaster Team (likely to be a virtual session).
	Review and update Collections Care workflow documentation to reflect current practices and procedures, including workflow changes resulting from staffing changes and Alma migration.
	Expand outreach efforts to iSchool and university community, including exploring avenues for virtual outreach.
	Streamline process for gathering treatment statistics.
	Complete IHLC rolled maps rehousing project.
	Finalize workflow for capturing IPM data and uploading to Databank
<u>Media Preservation</u>	Establish a budget strategy for sustaining the media preservation program. Establish ongoing cost basis for hardware, supplies, software, and staff. (FY17)
	Review and revise all rates, both internal and with outside vendors.(FY18)
	Develop a strategy and potential service model for providing media preservation services to the UIUC campus community. Propose cost-recovery model.(FY17)
	Collaborate with stakeholders to develop longer-term plans for strategic preservation of media collections. For FY20 focus specifically focus on Adato Collection (RBML)
	<p><u>A/V Metadata Working Group:</u></p> <ul style="list-style-type: none"> • Continue to develop, test and implement robust metadata schemas and associated tools • Continue work to standardize in-house and outsourced workflows. • Put new database into production <p>Collaborate with Library clients to standardize workflow tools and enhancements in metadata generation, file naming and packaging, QC and ingest</p>
	Improve Media Pres web presence on Library website which may include updated Media Pres policy, pricing sheet, services offered, etc. (FY19)
	Continue to advocate for continuing education and increased training for MPU staff and GA (FY19)

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

- 1) Number of GAs (FTE and Head Count) employed during FY20:
 1. Two 30%, two 45% and two 50% graduate assistants (2.5 FTE, all 9 month appointments), one contract terminated in January 2019
- 2) Funding source for the unit's GAs:
 1. four (30% & 45% FTE) on state funds, one (0.5 FTE) endowed (Mildred Jassuph fund), one (0.5 FTE) grant funded.
- 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.

II. Statistical Profile

1. Facilities - Not Applicable

2. Personnel

a) Faculty (3.0 FTE)

- Jennifer Hain Teper (100%) (Full reporting year, state and endowment funded)
- Kyle Rimkus (100%) (Full reporting year, state funded)
- Karl Germeck (100%) (Full reporting year, Dean funded – Resident Program)

b) Academic Professionals (9.0 FTE)

- Joshua Harris (100%) (Full reporting year, state funded)
- Tracy Popp (100%) (Full reporting year, state funded)
- Quinn Ferris (100%) (Full reporting year, endowment funded)
- Angela Waarala (100%) (Full reporting year, state funded)
- Henry Borchers (100%) (Full reporting year, state funded)
- William Schlaack (100%) (Full reporting year, state funded)
- Marco Valladares Perez (100%) (Full reporting year), gift funded with RBML and IHLC until March 2020 then moved to state funds)
- Jody Waitzman (100%) (Full reporting year, Endowment funded)
- Shelby Strommer (100%) FTE, start date February 16- June 30, 2020 state fund)

c) Civil Service Staff (4.0 FTE)

- Erich Burkhardt (Library Assistant) (100%) (Full reporting year, state funded)
- Rachel Johns (Digital Imaging Specialist II) (100%) (Full reporting year, state funded)
- Cristina Kuhn (Library Specialist) (100%) (Full reporting year, state funded) split between media preservation and digital reformatting
- Kara Hagen (Library Operations Associate) (100%) (start date Sept 9, 2019, state funded)

d) Graduate Assistants (1.85 FTE)

- Megan Pearson (50%) (Full reporting year, NEH grant)
- Christine Wilsson (45%) (state funded)
- Natalie Leoni (50%) (August 16, 2019-January, 2020 Gift funded)

- Anne Carney (33% state funded)
- Brynlee Emery (30%) (state funded)
- Christine Pellegrino (45%) (state funded)

e) Volunteer hours for FY20: 62.25 hours

f) Hourly Wages

(1) Preservation Unit Funds (5.41 FTE)

1. State Account \$103,602.13 resulting 6,624.25 hours (3.3FTE) worked (includes summer graduate hourlies) with support in all areas of unit
2. Laible gift \$1,050.00 resulting in 70 hours (0.035 FTE) worked in support of special collections support
3. Friends gifts \$21,143.53 resulting in 1,669 hours (0.83 FTE)
4. ICR hourly salaries \$1,192.5 resulting in 156.74 hours worked (0.08 FTE)
5. Innovation Fund \$4,764.33 resulting in 338.25 hours of work (0.17 FTE)
6. Woodward \$23,102.71 resulting in 1,980.78 hours of work (.99 FTE)

(2) Non-Preservation Unit Funds (0.09 FTE)

1. Coelln \$1,647.00 resulting in 183 hours of work (0.09 FTE)

3. User Services N/A

4. Other statistics (optional). Note Covid-19 influence on all production.

- 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 **22** General Collections items into customized pamphlet binders (FY19 174).
 - b) *General Collections Conservation and Quick Repairs*: Overall, general collections conservation and Collections Care (quick repairs) repaired **366** books (FY19 981). Repairs predominantly took under 2 hours, but 12.3% took 2-4 hours and .3.28% took 4-8 hours. Of that total, **220** were simple repairs taken on by Collections Care (FY19 298).
 - c) *Medium Rare Conservation*: As noted above, the term “Medium Rare” describes a workflow that blurs some lines between general and special collections, in use since the late spring of 2016. Treatments are typically more time-consuming and involved than standard general collections, but ideally briefer than typical special collections approaches. In FY20 conservation repaired **114** books and **19** pieces of paper (FY19 183 books and 36 pieces of flat paper) in the medium rare workflow, for a total of 133 items.
 - d) *Special Collections Conservation*: **11** items repaired, and **327** items prepared for exhibits (FY19 22 items repaired and 413 items prepared for exhibits) consisting of 4 books, 5 pieces of flat paper, 0 photographs, and 1 object. 27.3% of items

- were treated in under 2 hours, 9.09% took between 2-4 hours, 18.2% took 8-16 hours, 18.2% took 16-40 hours, and 18.2% took more than 40 hours to complete.
- e) *Oak Street Stabilization*: In FY20 **202** items were stabilized, 70 received enclosures, and 0 item was repaired for a total of **242** items. (FY19 686 total).
 - f) *Enclosures/Rehousing*: **43** items received custom enclosures, encapsulation, or rehousing in FY20 (FY19 126).
 - g) *Cleaning/Disaster Recovery*: **18** items were cleaned, dried, or both (FY19 9).
- 2) Preservation Reformatting:
 - a) *Brittle Books to Digital*: **23** items were reformatted to digital format; **0** items were reproduced as preservation-quality physical facsimiles (FY19 374/0).
 - b) *Microfilm*: produced **99** reels of preservation quality microfilm for embrittled newspaper content (**0 microfilm repair**) (FY19 produced 128 and repaired 0).
 - c) *Replacement Pages*: **91** pages for missing content were replaced, (FY19 replaced 21).
 - 3) Commercial Binding Preparations
 - a) *Monographs*: bound **2,994** monographic titles (FY19 2,501).
 - b) *Serials*: bound **2,953** serial volumes (FY19 5,559)
 - c) *Custom Protective Enclosures*: measured and ordered **760** custom boxes (FY19 1,470)
 - 4) Collections Care
 - a) Quick Repairs: 220
 - b) Disaster Recovery/Cleaning: 67 (including drying 50 items from Main Stacks water event March 2020)
 - c) Enclosures/rehousing/encapsulation: 41
 - d) Commercial mold remediation: 38 volumes, 2 subject files, and 3 boxes of Archives (7 cubic feet total)
 - 5) Digital Preservation:
 - a) Transferred 31 discreet media items (FY19 594 discreet media items). This decrease is in part likely attributed to COVID-19.
 - b) Increased holdings to 158.06 TB and 12,104,033 master files in Medusa long-term storage (FY18 144.89 TB and 11,206,279 master files ingested)
 - 6) Time-based media reformatting: The program transferred audiovisual assets from **333** analog sources, including various video tape formats (154 items), various audio formats (16 items in-house, 161 outsourced items), motion picture films (2 outsourced items). (FY19 transferred 246 discreet items). This decrease from FY19 is due to Covid-19. Approximately 199 items received repair, cleaning, rehousing, physical conservation, or mold remediation. (FY19 240)
 Listening and Viewing requests: The program received and served several requests from various sources to analyze media items.”
 - 7) Digitization Services
 - a) Exhibition Reproduction

- 959 items (FY19 188)
(mostly small archival collections digitized for IHLC & RBML exhibit support)
- b) Digitization Projects:
2987 items (FY19 4,948) digitized for various projects.
(see spreadsheet “DSStatsFY2019”)
- c) HathiTrust Ingest:
174 volumes ingested (FY19 232)
(last ingest for special collections 4/22 due to COVID, this represents only ¾ of the fiscal year contributing)
- 8) Media Preservation: Over FY20, the Preservation Unit has overseen both in-house and outsourced time-based media reformatting.
- i) Total # of distinct Media Projects : 29
 - ii) Audio Transfers: 177 (16 in-house, 161 outsourced)
 - iii) Videotape Transfers: 154 (1 in-house, 153 outsourced)
 - iv) Film Transfers: 2 (2 outsourced)
 - v) Total transfers: 333
 - vi) Approximately 199 items received repair, cleaning, rehousing, physical conservation, or mold remediation.
 - vii) Listening and Viewing requests: The program received and served several requests from various sources to analyze media items.

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.

**University of Illinois at Urbana-Champaign
Pre-Professional Graduate Assistant
Duty Analysis for Preservation Collections & Care Unit**

Employee Name:

UIN:

Degree Program: iSchool

University Job Title: Pre-Professional Graduate Assistant

Unit Name: Preservation

Position Number:

Percent of PGA Appointment: 33%

Primary Position Function/Summary:

Organizational Chart:

- Provost
 - Dean of Libraries and University Librarian
 - Head of Preservation and Conservation

- Collections Care Coordinator
 - Graduate Assistant in 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:

- Experience handling fragile library materials
- Knowledge of preservation principles
- Project management experience
- Attention to detail

Preferred:

- Knowledge of bookbinding & simple book repair
- Familiarity with library cataloging systems

Supervisory Control:

Supervisor: Shelby Strommer

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.

DESCRIPTION: This graduate assistant position’s day-to-day responsibilities includes oversight of triage and minor repairs on a variety of incoming collections materials; primary leadership and supervision of the unit’s environmental monitoring and integrated pest management programs; ordering commercial custom enclosures and preparing materials to be sent to the commercial bindery; disaster recovery; collection of departmental repair statistics; and using an internal database and integrated library system to track collections materials and treatment. The graduate assistant also assists with supervision and training of departmental hourly assistants, performs quality control of completed repairs, and assists with workshops and tours.

VALUE TO THE LIBRARY: This position is critical to keep material preservation workflows moving forward in order to quickly respond to collections and patron needs. It is the main support staff for our collections care program and includes tasks that are vital to the preventative preservation of collections materials which ensure the ongoing use and integrity of the scholarly

record. The nature of this position requires keen understanding of a variety of workflows and excellent project management and is best served by a graduate assistant level position for continuity.

VALUE TO THE STUDENT: Students in this position gain first-hand knowledge of preservation decision making and print retention priorities in a large, consortial academic library. They gain valuable experience in supporting both general and special collections through collections care programs, assessments, and project management. They gain hands-on experience working with collections materials and performing simple repairs. Students also gain invaluable leadership experience supervising hourly students.

	List Job Duties	Estimated % of Employees Time Spent Performing Each Duty	Does this duty contribute to helping the student gain experience, practice or guidance significantly connected to his or her field of study and career preparation? Y/N
Duty 1	Collections Care Triage Workflow Assistance: Assist in the triage of treatment workflows, documenting workflows, assist in triage training, other tasks as-needed	40%	Y
Duty 2	Assist in the day to day Preservation support of other Library Units: performing minor repairs on all ranges of general collections materials, ordering commercial custom enclosures; labeling, quality control and checkout of completed unit repairs; leading or assisting with workshops and tours; disaster recovery	35%	Y
Duty 3	Primary leadership and supervision of the units' environmental monitoring and integrated pest management programs;	25%	Y

	collection of departmental repair statistics; and oversight of triage of incoming materials for repair		
Total should add up to 100%.		100%	

List all job duties for this PGA appointment: In this format, list as many duties as are appropriate

1. Training and functional supervision of academic hourly workers
2. Assessment of physical collections materials, determining appropriate preservation treatment (triage), and performing quick repairs
3. Environmental monitoring and Integrated Pest Management (IPM)
4. Boxing and binding preparation and processing
5. Disaster response
6. Supplies and equipment inventory
7. Outreach and education efforts

University of Illinois at Urbana-Champaign
Pre-Professional Graduate Assistant in Digital Preservation
Duty Analysis

Employee Name:

UIN:

Degree Program: iSchool

University Job Title: Pre-Professional Graduate Assistant

Unit Name: Preservation

Position Number:

Percent of PGA Appointment: 45%

Primary Position Function/Summary: Working under the Digital Preservation Coordinator, the Graduate Assistant in Digital Preservation supports the Preservation Unit's 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. This GA will also engage with preservation of born-digital content.

Organizational Chart:

- Provost
 - Dean of Libraries and University Librarian
 - Head of Preservation and Conservation

- Preservation Librarian
 - Digital Preservation Coordinator
 - 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 School of Information Sciences (iSchool))

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

Training: None beyond education and experience

Knowledge:

Required:

- Ability to work a set schedule of 18 hours between the operating hours of 8:30 am and 5 pm.
- Ability to work a set schedule of 18 hours between the operating hours of 8:30 am and 5 pm
- Ability to work in the University Library in Urbana, IL. Work location may temporarily be offsite depending upon the Urbana campus response to the COVID-19 pandemic
- Ability to complete tasks in a timely, courteous and efficient manner with low to moderate supervision
- Ability to cope with instructions and practices which may evolve and change rapidly
- Competency with computer operating systems navigation and use
- Comfort in investigating and experimenting with computing technology
- Strong written and verbal ability
- Attention to detail and strong organizational skill
- Ability to work independently and collaboratively
- Strong problem solving and critical thinking skill
- Demonstrated interest in digital preservation

Preferred:

- Knowledge of digital preservation theory and practice in libraries and archives
- Experience using a programming language such as Ruby, Python, XSLT, or other scripting methods for manipulating batches of files
- Ability to identify and troubleshoot technology issues

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:

	List Job Duties	Estimated % of Employees Time Spent Performing Each Duty	Does this duty contribute to helping the student gain experience, practice or guidance significantly connected to his or her field of study and career preparation? Y/N
Duty 1	<i>Medusa management:</i> Maintain metadata about locally produced digital collections in the Medusa collection registry, identify and organize digital content for ingest into Medusa, track the status of all files and file packages ingested into Medusa, attend Medusa development meetings	40%	Y
Duty 2	<i>Media Migration:</i> Transfer data from obsolete computer media on an as-needed basis	10%	Y
Duty 3	<i>Project Management:</i> Document Medusa content ingests and media migration projects using project management software and other tracking methods	15%	Y
Duty 4	<i>Documentation:</i> Documenting in writing all newly developed workflows or procedures; managing and editing existing documentation to reflect current processes	15%	Y

Duty 5:	<i>Training:</i> Create Medusa and other digital preservation related training materials including written tutorials and presentations	10%	Y
Duty 6:	<i>Other related duties as assigned</i>	10%	
Total should add up to 100%.		100%	

Supervisory Control:

Supervisor: Tracy Popp

Signatures:

Employee

Date

Supervisor

Date

Human Resources Representative

Date

Email

Phone

**University of Illinois at Urbana-Champaign Pre-Professional Graduate Assistant Duty
Analysis-Digital Services/Preservation Services**

Employee Name:

UIN:

Degree Program: GSLIS

University Job Title: Pre-Professional Graduate Assistant

Unit Name: Digitization Services – Preservation Services

Position Number:

Percent of PGA Appointment: 30%

Primary Position Function/Summary: Organizational Chart:

- Provost
- Dean of Libraries and University Librarian
- Kyle Rimkus – Preservation Librarian
- Angela Waarala – Digital Collections Project Manager
- Grad Assistant Digital Production Technician

Position Requirements and Qualifications Education:

Experience: Experience with cameras or digital photography.

Training: Provided – previous photography courses/workshops are helpful.

Knowledge

Required: None required

Preferred: Knowledge of terminology and techniques of digital photography. Digitization of the cultural heritage materials including the different standards and equipment. Bachelor’s degree in photography. Interest in digital libraries and collections.

Supervisory Control: Angela Waarala

Supervisor: Angela Waarala

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.

Digitization Services within Preservation Services works closely with librarians and stakeholders to create digital collections for the library for access and preservation. Incumbents will work closely with Preservation and Conservation staff to digitize content from the various special collections libraries at Illinois. The position will provide practical knowledge and experience for graduates to utilize in applying for and working in a position related to digital libraries or digital cultural heritage institutions. Digitization Services works closely with The Rare Book & Manuscript Library, Illinois History and Lincoln Collections, University Archives and the Map Library and their collections creating high quality digital surrogates. The position will provide excellent exposure to the different collections, projects and libraries at Illinois.

List all job duties for this PGA appointment: In this format, list as many duties as are appropriate

	List Job Duties	Estimated % of Employees Time Spent Performing Each Duty	Does this duty contribute to helping the student gain experience, practice or guidance significantly connected to his or her field of study and career preparation? Y/N
Duty 1	Digitally photographs materials from the Special Collection and general collections of the University Library in accordance with imaging standards and best practice using the unit’s digital reprographic camera and book capture systems.	30%	Y
Duty 2	Post-processing, packaging, quality assurance and ingesting of derivative files using tools such as Capture One, Adobe Bridge and custom packaging tools.	30%	Y
Duty 3	Record documentation for digitization project including procedures, workflow changes and statistics.	15%	Y
Duty 4	Help support project management workflows, attend project meetings,	15%	Y

	review project inventories with the Digital Collections Project Manager.		
Duty 5	Social media content creation. Collaborate with Digitization Services staff to create weekly social media posts highlighting the University of Illinois Library Digital Collections and day to day operations of the lab.	10%	
Total should add up to 100%.			

Signatures:

Employee

Date

Supervisor

Date

Human Resources Representative
June 2, 2020

Date

Media Preservation Graduate Assistantship

POSITION & TITLE

Pre-professional Graduate Assistant, Preservation Unit
45% Appointment (18 hours/week), available August 16, 2019 – May 15, 2020

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 and moving image collections.

Major duties will include:

- Tracking and management of media collection items through media 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 Services for ingest of digital media into institutional digital repository
- Working collaboratively with Special Collection units and other library stakeholders

Other duties may include, but are not limited to:

- Hands-on conservation of media collection items
- Digital transfer and reformatting of analog media items
- Documentation of preservation and conservation workflows
- Managing relationships with Library and University staff and outside vendors
- Project development and grant preparations
- Leading or assisting with training workshops
- Assisting with preparations for new media productions and exhibitions utilizing audiovisual elements

For information on the Media Preservation Program, see:

https://www.library.illinois.edu/staff/preservation/services/media_preservation/

REQUIRED QUALIFICATIONS

Ability to work a set schedule of 18 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. Experience with databases.

To Apply: Please send resume and cover letter to Joshua Harris, jsharrs@illinois.edu.
