

GLIS 642 Preservation Management

Winter 2014 Monday 11:30am – 2:20pm Education 216

Professor Eun G. Park
SIS Building Room 206 Phone: 514-398-3364
eun.park@mcgill.ca OR epc.park@gmail.com (for paper submission)
Office hours: Wednesday 1:00 – 3:00 pm or by appointment

Course Description

The course covers the principles and practices for intellectual and physical preservation of historical and cultural **heritage materials** in all forms to extend their durability and assure continued accessibility, through selection, conservation, migration, digitization, and preservation strategies, digitization management and ongoing evaluation. It consists of lectures, guest lectures, tours, student presentations, and group discussion.

Learning Outcomes of the Course

- To understand fundamental principles and strategies for the long-term preservation of cultural heritage materials;
- To learn technical skills of scanning and digitization;
- To understand the management of digitization project as a primary preservation strategy in cultural heritage institutions; and
- To understand legal, technical, and cultural issues in relation to preservation of digital resources.

Reading Materials

Reading materials and web sites are listed in each week. All online materials are accessed as of Jan 3, 2014.

Articles and book chapters which are not online are posted in MyCourses/Readings or can be searched directly at McGill Library article databases.

Recommended books for supplemental reading

Deegan, Marilyn and Tanner, Simon. *Digital Preservation*. London: Facet Publishing, 2006. ZA4080 D5485 2006.

Hughes, Lorna M. *Digitizing Collections: Strategic Issues for the Information Manager*. London: Facet Publishing, 2004. Z681.3 D53 H84 2004.

NINCH Guide to Good Practice.

http://www.nyu.edu/its/pubs/pdfs/NINCH_Guide_to_Good_Practice.pdf.

Preservation: Issues and Planning. Edited by Paul N. Banks and Roberta Pilette. (Chicago: American Library Association, 2000). Z701 P739 2000.

Course Evaluation

Specific guidelines of each paper will be distributed in class as the course progresses. Papers should be submitted in the beginning of the class on due dates. Late submission of papers will get penalty points (2 points per day). Late submission without penalty is permitted **ONLY** with physical illness (doctor's certificates required) or family emergency (certificates required). Follow standard academic paper formats (New Times Roman, **12 font, double line space**, 3/4 inch margin, **add page number**). Papers with non-standard formats get penalty points (3 points). **Do not exceed the page limit**. References should be included according to standard academic styles **STRICTLY** (one of Chicago, Harvard, MLA, & APA). Otherwise, penalty points (1 to 3 points) will be deducted in each case, depending on the seriousness of the case. If you write papers in French, notify to instructors in advance and turn in the hard copy **AND** its electronic file on due date.

- Group Project: Digitization project (60%)
 - Part 1: Institutional preservation project report (in-class group exercise 10%)
 - Part 2: Selection of collection (in-class group exercise 10%)
 - Part 3: Scanning and metadata (15%)
 - Part 4: Project planning report (25%)
- Final paper (individual or a group 25%)
- Presentation (10%) and class participation (5%)

Weekly Schedule

Session 1

Topics: Overview of the course; definitions and features of concepts related to preservation, conservation, and digitization.

Session 2

Topics: Preservation strategies (refreshing, reformatting, microfilming, emulation and migration).

Session 3

Topics: Preservation at academic libraries, restoration and conservation of paper materials; tour to Rare Books and Special Collections, McGill University Library with Preservation librarian.

Session 4

Topics: Selection of collections for preservation and digitization; in-class group exercise.

Session 5

Topics: Presentation of Group Project Part 1; selection exercise.

Session 6

Topics: Legal issues and copyright; scanning and imaging.
Scanning demo: IT Lab or classroom.

Session 7

Topic: Metadata of digital data; Management of digitization project.

Session 8

Topics: Management of digitization project continued; economic factor, cost-benefit analysis.

Session 10

Topic: Tour to the McCord Museum of Canadian History, 690 Sherbrooke Street West, Montreal, Quebec (<http://www.mccord-museum.qc.ca/en>).

Session 11

Topics: Management of digitization project continued; presentation of Group Project Part 4.

Session 12

Topics: Digital longevity, authenticity, and OAIS model; issues on preservation management.

Session 13

Topic: Presentation of the final paper.

Supplemental Readings & Web Resources

Association for Library Collections and Technical Services (ALCTS). "Definitions of Digital Preservation." Prepared by the Preservation and Reformatting Section, Working Group on Defining Digital Preservation, ALA Annual Conference, Washington, D.C., June 24, 2007. <http://www.pla.org/ala/mgrps/divs/alcts/resources/preserv/defdigpres0408.pdf> .

Besser, Howard and Trant, Jennifer. *Introduction to Imaging: Issues in Constructing an Image Database*. Los Angeles, CA: Getty Information Institute, 1995. http://www.getty.edu/research/publications/electronic_publications/index.html.

Cornell University Library. *Moving Theory into Practice Digital Imaging Tutorial*, Chapter 3: Conversion & Chapter 5: Metadata. <http://www.library.cornell.edu/preservation/tutorial/contents.html>.

Cornell University. "Digital Preservation Management Tutorial: Implementing Short-term Strategies for Long-term Problems." <http://www.icpsr.umich.edu/dpm/dpm-eng/timeline/index.html>.

Conway, Paul. "The Relevance of Preservation in a Digital World," Preservation Leaflet. Northeast Document conservation Centre, <http://www.nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.4-the-relevance-of-preservation-in-a-digital-world>.

"Decision Tree for Selection of Materials for Long-Term Retention." Modified and updated by Deborah Woodyard-Robinson. Digital Preservation Coalition, March 8, 2006. <http://www.dpconline.org/advice/preservationhandbook/decision-tree>.

Garrett, John & Donald Waters. "Preserving Digital Information: Report of the Task Force on Archiving of Digital Information." The Commission on Preservation and Access and RLG, 1996. <http://www.oclc.org/programs/ourwork/past/digpresstudy/final-report.pdf>.

Gracy, & Kahn. 2012. Preservation in the Digital Age: A Review of Preservation Literature 2009-2010. *Library resources & technical services*, 56 no. 1, 25-43.

The associated bibliography is http://alcts.ala.org/lrts/digitalage_bib1111.pdf

Hirtle, Peter. (2003). Digital Preservation and Copyright. Stanford University Libraries. Copyright and Fair Use. http://fairuse.stanford.edu/commentary_and_analysis/2003_11_hirtle.html.

Hirtle, Peter. "Copyright Term and the Public Domain in the United States" (table format). (January 2007). <http://www.copyright.cornell.edu/resources/publicdomain.cfm>

King, R. 2010. Introduction to Digital Preservation: Why Preserve? How to Preserve? Preservation and Long-term Access through Networked Services (PLANETS), see recorded presentation at http://www.planets-project.eu/training-materials/1-king-planets_keynote.

Kirschenbaum & Redwine. 2010. *Digital Forensics and Born-Digital Content in Cultural Heritage Collections* (CLIR 2010). Familiarize yourself. <http://www.clir.org/pubs/abstract/reports/pub149>.

Look at the handout based on RLG Worksheet for Estimating Digital Reformatting Costs. RLG.1997. <http://www.oclc.org/content/dam/research/activities/digimgtools/rlgworksheet.pdf?urlm=161428>.

Miller, Ann-Marie and Hanson, Lesley. (2010). "The maker and the monk: conservation of the *Mercator Atlas of Europe*" *Journal of the Institute of Conservation*, 33(1), pp. 29-39.

NINCH Guide to Good Practice. Chapter 3. "Selecting Materials: An Iterative Process." http://www.nyu.edu/its/pubs/pdfs/NINCH_Guide_to_Good_Practice.pdf.

Ritzenthaler, Mary Lynn, "Archives preservation: definitions and context", Chapter 1, in *Preserving Archives and Manuscripts, 2nd ed., 2010*, pp. 43-93. Chapter 2. "Project Planning." <http://www.nyu.edu/its/humanities/ninchguide/II>. Chapter 11. "Sustainability: Models for Long-Term Funding." <http://www.nyu.edu/its/humanities/ninchguide/XI>.

Ritzenthaler, Mary Lynn, "Archival Materials as Physical Objects," Chapter 3, in *Preserving Archives and Manuscripts, 2nd ed., 2010*, pp. 43-93.

Vogot-O'Connor, "Chap. IV. Selection of Materials for Scanning," Form C, Checklist for Evaluation. pp. 66-69. Sitts, Maxine K. ed. *Handbook for Digital Projects: A Management Tool for Preservation and Access*. <http://www.nedcc.org/assets/media/documents/dman.pdf>. The form will be disseminated in class. "III. Considerations for project management", <http://www.nedcc.org/assets/media/documents/dman.pdf>

Browse:

- Rare Books and Special Collections (RBSC), McGill University Library (<http://www.mcgill.ca/library/branches/rarebooks>)

- RBSC Blog: <http://blogs.library.mcgill.ca/rbsc/>
- Northeast Document Conservation Center, in particular, conservation services link (<http://www.nedcc.org>)
- Conservation Online (<http://cool.conservation-us.org>)

Browse: McGill Library's Digital Collections Program. <http://www.mcgill.ca/library/library-findinfo/digitization>.

Canadian Copyright Act. <http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>.

Canadian Intellectual Property Office. <http://www.cipo.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/Home>.