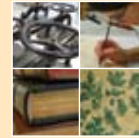




# PRESERVATION EDUCATION CURRICULUM



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

CLASS 5 LESSON PLAN

## Building-wide Concerns

### Suggested Readings for Students

Banks, Paul N., and Roberta Pilette, eds. *Preservation: Issues and Planning*. Chicago: American Library Association, 2000. Particularly Chapter 7, "Environment and Building Design," by Paul Banks; and Chapter 10, "Library and Archives Security," by Richard Strassberg.

This is the key textbook for this class session, providing a preservation management perspective on environmental control and security issues.

Lull, William P. *Conservation Environment Guidelines for Libraries and Archives*. Ottawa: Canadian Council of Archives, 1995.

A relatively brief publication, this is a technical reading on environmental control systems and how they work, by a leading consultant, author, and speaker in the field.

Northeast Document Conservation Center. *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008. Particularly Section 2, Leaflets 1–6, and Section 3, Leaflets 9–10. <http://www.nedcc.org/resources/leaflets.list.php>

These leaflets, which can be used as assigned readings or in-class handouts, provide concise and easy-to-understand information particularly useful for library and archival students who will be responsible for preservation but not in full-time preservation positions.

Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1993. Particularly Chapters 4 and 5, "Causes of Deterioration" and "Creating a Sympathetic Environment."

These excerpts from a key text in archival practice provide concise information on the deteriorative effects of environmental factors and how to develop a preservation-friendly environment for your collections.

Trinkaus-Randall, Gregor. *Protecting Your Collections: A Manual of Archival Security*. Chicago: Society of American Archivists, 1995.

A full-length publication on archival and overall security practices for cultural heritage institutions, this document can be assigned by chapter or section, as a "special topic" reading for those especially interested in security issues, or as an assignment to read the complete book.

Wilson, William K. *Environmental Guidelines for the Storage of Paper Records*. NISO Technical Report (NISO-TR01-1995). Bethesda, Md.: NISO Press, 1995.

<http://www.niso.org/publications/tr/tr01.pdf>

### **Web Sites**

Association of College and Research Libraries. Rare Books and Manuscripts Section. <http://www.rbms.info/> (See "Standards and Guidelines" section.) Particularly *Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections*, and *Guidelines Regarding Theft in Libraries*.

This is a documented best practice/standard in a part of the field where few absolute guidelines have been established; it can serve as a model for policy development in cultural heritage institutions.

Image Permanence Institute. [www.imagepermanenceinstitute.org](http://www.imagepermanenceinstitute.org)

IPI is the leading institution in environmental control research and development of tools and systems to test environmental levels in cultural heritage institutions. Each student should become familiar with the work of this organization.