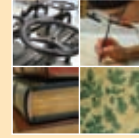


PRESERVATION EDUCATION CURRICULUM



NORTHEAST
DOCUMENT
CONSERVATION
CENTER

CLASS 9 LESSON PLAN

Preservation Reformatting

Learning Objectives

After this lesson, students will be able to:

- Demonstrate familiarity with the principles, history, and use of reformatting for preservation of library and archival materials.
- Understand how reformatting operations function within library and archives preservation programs, including reformatting management and work flow.
- Describe standards, guidelines, and best practices associated with preservation microfilming, photocopying, and digitization.