

Advancing Preservation

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Section One: Preservation Frameworks

This section will focus on the context, theory, and historical development of the field of archival preservation. The reader will learn that preservation is the relationship between records and the environment in which they are maintained. At its core, preservation is the management of heritage through local customs, professional practices and standards, education, the enactment of legislation, and international conventions and charters. Records exist in many forms, including emerging formats that demand new approaches to preservation.

Chapter One: The Topography of Preservation Today

This chapter will establish the purpose of the book and how it differs from previous general works on preservation management, including an emphasis on the stewardship of digital resources as part of a holistic preservation management plan.

Goals of this Book

Confirm the book is not intended to serve as a technical/practical manual for the preservation of archival materials. Goal is establishing a theoretical and practical framework for the holistic and sustainable preservation management of digital, analog and hybrid materials.

Trends and Challenges in Preservation Management

This section will provide an introduction to key themes that will be covered more fully in subsequent chapters: the changing nature of preservation, the impact of technology, evolving formats, the cost/challenge of maintaining relevant professional skills and expertise, the response of LIS educational programs to the changing preservation landscape, current legislation, international conventions, funding challenges, sustainability, and business model of technical obsolescence.

Use and Users

Brief overview of users and uses of archives and how new information needs can impact preservation strategies.

Future of Professional Practice

This section will examine the future of archival preservation. Will the future involve one or two sets of professional practices? Does the preservation and management of digital content constitute a paradigm shift for the archival profession? Do established theories and best practices remain relevant?

Chapter Two: History of Archival Preservation

This chapter will provide an overview of significant events in the development of preservation/conservation theory and practice and consider the expanding societal responsibility of archives for the provision of responsible and sustainable preservation strategies.

The Purpose of Preservation

This section will establish the rationale for preserving cultural heritage and introduce concepts such as cultural memory, authenticity, documentation, diplomatics, legal requirements, cultural differences in recordkeeping, community value/use. Terry Cook's four archival stages may provide a framework for a discussion of the evolution of archival preservation, including juridical legacy, cultural memory, societal engagement, community archiving.

Historic Landmarks in Preservation and Conservation Practice

Establish a basic timeline.

Preservation Technology and Conservation Science

This section will provide an overview of advances in preservation science and technology and the impact of rapidly changing technology on the creation and preservation of analog and digital content, including further consideration of the challenge of managed obsolescence in the digital realm.

Is Archival Preservation Unique?

Can we distinguish archival preservation from preservation in libraries and museums? Is there a unique role in society for archival preservation? Do the legal and cultural mandates to preserve records make the archival preservation distinct from general preservation? This will set up discussion in subsequent chapters.

Chapter Three: Principles of Archival Preservation

This chapter will offer an overview best practices, principles, and values for archival preservation and introduce core preservation concepts.

Basic Definitions

Introduce and define basic concepts related to analog, digital, and hybrid content; conservation; preservation; digital preservation; etc. Define digital stewardship and its relationship to digital curatorship and digital preservation in small and large institutions.

Core Principles

Relate preservation to basic archival principles (e.g. sanctity of evidence, original order, hierarchical description). Establish a core set of preservation principles (e.g. authenticity, preventive conservation, documentation, maintaining the original). Acknowledge that preservation strategies may address an entire collection or selected

documents/formats, or a recombination of the whole to part relationship, especially in the digital realm.

The Problem of Digital Preservation

Discuss the nature of digital objects, formats, systems, obsolescence, sustainability, preservation environments.

Preservation in the Life-Cycle versus the Continuum Models

Preservation is part of the knowledge continuum. Traditionally, preservation was considered within the life cycle model with key activities at particular phases of a record's existence-- creation, classification, maintenance/use, and final disposition with preservation being a final phase. In the digital realm, preservation must occur at all phases of a records' existence from the beginning throughout the active use of a record. Discuss preservation in the post-custodial continuum model with clear community/creator based preservation responsibilities.

MPLP as a Preservation Strategy

Does MPLP adequately account for preservation and access?

What Archival Preservation Principles Remain Valid?

Chapter 4: Context for Archival Preservation

This chapter will compare and contrast preservation management in a range of cultural heritage institutions (libraries, archives and museums) and the implications for digital collections in each model.

Archival Preservation is not just for Archivists

Archival Preservation occurs in a range of institutional settings and missions.

Preservation Management in LAM's

Museum distributed approach vs. libraries/archives programmatic approach.

Size Matters

Examine the approaches to preservation in various sized institutions, including R1 institutions with preservation programs and smaller institutions that engage preservation with limited resources. Management of digital resources will be woven into all models.

New and Old Skills

Assess professional training in allied fields (LAM) that result in differing approaches to the management of analog and digital content. Discuss trend toward bifurcation of the field of preservation into analog and digital specializations with differing best practices. Discuss implications across allied fields and the future of the preservation professional within each context.

Key Studies in Preservation

Introduce key studies and field surveys central to understanding the advancement of preservation practice, including Heritage Health Index, ARL preservation statistics, and

other seminal works. Contrast with review of recent and current initiatives and guidelines for digital preservation: Blue Ribbon Task Force, CLIR Reports, best practices and standards, including OAIS, PREMIS, TRAC/TDR. Recognize that current surveys and initiatives are typically focused digital preservation while those relating to analog formats are declining.

Preservation Leadership and Advocacy

Outline the importance of advocating for preservation at a time when sustainable preservation is most critical. Identify key professional organizations and their missions: PARS, PADG, SAA, NDIP, NDSA, etc.

Section Two: Implementing and Managing a Preservation Program

This section will examine the steps in establishing a preservation program, staff management, causes of deterioration, environmental controls, storage, use/handling, pest management, reformatting, and conservation. Digital preservation will be woven into each narrative as appropriate. This section will also introduce the idea of sustainable approaches to preservation management and environmental control.

Chapter 5: Planning and Developing a Preservation Program

This chapter will address both digital and analog preservation in a holistic manner.

- Mission and policy development
- Planning: institutional surveys and needs assessments
- Establishing preservation priorities and decision making
- Budgeting for preservation /advocating for resources
- Grant programs supporting preservation
- Program evaluation

Chapter 6: Administering a Preservation Program

This chapter will address both digital and analog preservation in a holistic manner. Topics such as integrated pest management, mold mitigation, security, collections storage, holdings maintenance, and exhibition preparation will be incorporated into various chapter sections.

- Staffing
- Risks to Collections
- Handling and Use
- Inherent causes of Deterioration and Preventive Conservation
- Environmental Conditions and Facilities Requirements
- Trusted Digital Repositories
- Re-formatted and Born Digital materials

Technological Approaches to Digital Archiving and Preservation Conservation

Chapter 7: Materials and Formats

A summary of established preservation theory and practice contrasted with emerging trends and issues associated with each format.

- Paper
- Photographs
- Sound
- Moving Image
- Digital Storage Media and Files
- Artifacts

Chapter 8: Risk Management/Disaster Planning and Emergency Response

Risk management means minimizing loss due to a variety of causes, and understanding the quantitative interrelationship of each cause to the intensity of potential damage and the cost of controlling the hazard.

- Risk Assessment and Levels of Risk
- Vital Records Programs
- Disaster Recovery and Response
- Staff Training and Responsibilities

Section Three: The Ethics and Moral Implications of Contemporary Preservation Practices

This chapter will evaluate current ethical dilemmas in preservation in two core areas. 1. Unsustainable high levels of energy consumption and inefficient use of space and resources associated with traditional archival preservation. 2. Divergence of socio-economic and cultural objectives related to preservation as archivists seek to document underrepresented communities.

Chapter 9: Sustainable Preservation Practices

In an era of shrinking budgets cultural heritage institutions must become more efficient stewards of the environment, including new approaches to managing energy consumption, the waste stream, and the impact of traditional preservation policies on the environment.

- Sustainable Preservation Strategies

Define sustainability in context of preservation and introduce a new vision that incorporates climate change/high energy costs and impact of preservation on shrinking budgets, and environmental mandates.

Passive Approaches to Preservation and Sustainable Climate Management

Explore non-mechanical measures that can improve conditions for archival collections, such as organizing collection by material type and placing only highly sensitive materials in tightly controlled environmental conditions.

Research on Sustainable Preservation Practices

This section will offer a literature review, including key articles, reports, and proceedings, such as those produced by IFLA, NARA, Smithsonian, Grey to Green, Image Permanence Institute and others.

Developing and Administering Green Facilities

Introduce objectives of the LEEDS program, the need/requirement for collaboration among facilities managers, architects, curators, and preservation/conservation professionals, grant organizations to develop and manage sustainable spaces.

Chapter 10: Who Has the Right to Preserve? Who Decides?

This chapter will focus on a variety of ethical problems in archival preservation and access when working with underrepresented communities.

- Cultural Ownership and Memory
- The Business of Digital Obsolescence
- Community Archiving
- Native American Materials

Appendices

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