SAA ARCHIVES 2017: alike/different, Portland, OR

Preservation Section Annual Meeting: Thursday, July 27th from 2-3:15 pm, in Oregon BR 204.

**Notes from brainstorming session**

**Group 1:**

“best” practice or “good” practice

 -Term could mean it is unachievable

5 rules:

1. Pencils only
2. Keep order
3. No food or drink
4. No bags/backpacks
5. Flat on table

-teeter/totter access vs. preservation

**Group 2:**

(From NYPL)

1. Pencils only
2. No edibles
3. Flat on table
4. If not sure, ask
5. One item at a time, mark missing
* Little signs with these rules on table.
* Instructions/warnings appropriate to materials
	+ No photos? No gloves.
	+ Fragile? Sit closer to librarians and staff
* Most important: Patrons are preservation partners
	+ Expectations and ego
	+ Education and appreciation of materials
* Rolled drawings : talk people through it as we handle it for them
* Not enough staff
	+ Security vs. retrieval vs. tasks
* Crowded, tables aren’t big enough
* Setting common expectations means common behaviors for researchers

**Group 3:**

5 rules:

1. One folder at a time
	1. Reinforce with pics
	2. Keep in order
2. Point to digital surrogates (if applicable)
3. One box at a time
4. Keep documents in order/use flags
5. Staff removes extra items i.e. staples, paperclips

Message: Treat with care for continued use!! Keep in order!!

Special handling: too many rules confuses/keep it simple.

Handling issue – biggest problem – keeping docs in order

Our staffing limitations make us take a team approach to holdings security, which includes preservation. Staff, volunteers, interns, security, all help enforce proper handling.

Emphasizing “long view” – ensuring continued access into the future – helps researchers understand that they have a stake in preservation.

**Group 4:**

1. One folder at a time, one box at a time
2. Clean hands
3. No reorganizing, opening folder flat
4. All tables/chairs facing forward, no cubicles
5. No food, drink, or ink
* Provide lockers, limit what can be brought into the reading room
* Treat patrons as partners in long term preservation
* Explain why not how for handling guidelines
* Let patrons use camera, have staff handle photocopy
* Biggest issue is thinking getting out of order

**Group 5:**

* lack of staff/resources
* Video/PPT? [For handling instruction] need personal (see Harry Ransom Center)
* What can we do with minimal staff?
* “Good Practices”
Let them know it’s there/use
* 5 essential rules:
	+ Pencil
	+ No food (& drink)
	+ Clean hands (or gloves?) – Minimal handling
	+ Show how to remove from enclosures
	+ Photos vs. scan or wand {Charge patrons/honor system
	+ Don’t break or tear
	+ 1 box/1 folder
	+ Flat on table
	+ Keep docs in order
	+ 1 item
* Most important message
	+ Convey why rules exist
	+ Ask any question you want, make approachable
	+ Model behavior for patrons
* If it’s too much to ask a patron to do, it shouldn’t be handled
* Big problems
	+ Remove from enclosures
	+ Lack of staff to do other things
	+ Help people set up work area
	+ Rough handlers