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