

## Introduction

*Selected Readings in Preservation* is an annotated list of selected sources released in a given calendar year on archives preservation. It is issued annually by the Society of American Archivists Preservation Section as a service to the Section and the archives community. This issues contains sources from 1995 and 1996.

*Selected Readings in Preservation* contains books, reports, periodicals, and articles in English that relate to archives preservation. Geared to the general archives community, it is designed to serve as a convenient reference to selected sources. It is not intended to be comprehensive. To the extent possible, citations include the cost of and instructions for ordering publications. General ordering information for those serial publications that appear many times throughout the list is provided immediately following this introduction. The list is structured by function and record format, as follows:

- general works (sources that overlap specialized subject areas)
- preservation planning and management
- holdings maintenance
- environmental control
- disaster preparedness and security
- reformatting/imaging
- preservation of paper, parchment and bound records; photographs; moving images and sound recordings; and electronic records.

The SAA Preservation Section's Education Committee and Steering Committee coordinate the selection and compilation of sources. Compilers include archivists and preservation specialists who review the preservation literature as part of their work and are qualified to assess it for its usefulness to the archival community. Sources are selected for inclusion meet stringent evaluation criteria for content, presentation, and availability. Specifically, selected works

- contain useful, significant, and accurate information,
- are clearly written and comprehensive to the preservation non-specialist, and
- are easy to obtain.

Contributors to this issue of *Selected Readings in Preservation* include Education Committee members Beth Lindblom Patkus (co-chair), Pam Hackbart-Dean (co-chair), Clark Center (University of Alabama), Sharla Richards (SOLINET), Glenda Stevens (Texas Christian University) and Theresa J. Montgomery and the following Preservation Section members: Chris Paton (Georgia State University), Christine Wiseman (SOLINET), Kathy Ludwig (Minnesota Historical Society), Nancy Marrelli (Concordia University), and Gregor Trinkaus-Randall (Massachusetts Board of Library Commissioners). The Education Committee welcomes your comments on *Selected Readings in Preservation*.

Pam Hackbart-Dean and Beth Lindblom Patkus  
Co-Chairs, Education Committee  
SAA Preservation Section

## Ordering Information

***The Abbey Newsletter*** is issued eight times a year by Abbey Publications, 7105 Geneva Drive, Austin, TX 78723. Telephone: (512) 929-3992. Fax: (512) 929-3995. E-mail: [Abbeypub@flash.net](mailto:Abbeypub@flash.net). Individual subscription, \$45; students, \$20; institutional subscriptions, \$55. ISSN 0276-8291. The Abbey Newsletter can be accessed through Conservation OnLine (CoOL), a web page sponsored by Stanford University and webmastered by Walter Henry, <http://palimpsest.stanford.edu/byorg/abbey/>.

***ACTS FACTS*** is issued monthly by Arts, Crafts, and Theater Safety, Monona Rossol, editor, 181 Thompson St., #23, New York, NY 10012. Tel: 212-777-0062. Subscription, \$15/year.

***American Archivist*** is published quarterly by the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Subscriptions: \$85/year to North American addresses, \$100/year to other addresses. Single copies are \$25 for magazine copies and \$30 for photocopies.

***American Libraries*** is published monthly except bimonthly June-July by the American Library Association, 50 E. Huron St., Chicago IL 60611. Tel: 312-280-4216. Fax: 312-4400901. Subscription included in ALA dues. Available to libraries on paid subscription for \$60/year. Single issues are \$6 plus \$4 shipping and handling. Send subscription orders to: American Libraries, S&S Computer Services, Inc., 434 W. Downer, Aurora IL 60506.

***AMIA Newsletter*** is available from the Association of Moving Image Archivists, c/o National Center for Film and Video Preservation, American Film Institute, PO Box 27999, Washington DC 20566.

***The Book and Paper Group Annual*** is published once a year at Brigham Young University Printing Services by the Book and Paper Group of the American Institute for Conservation of Historic and Artistic Works. Back issues are available at \$30 each from AIC, 1717 K Street N.W., Suite 301, Washington D.C. 20006. Telephone: (202)452-9545; Fax: (202) 452-9328. SSN 0887-8978. (Online Version: <http://www.lib.byu.edu/~rje/bpannual/> and <http://palimpsest.stanford.edu/>)

***CCI Notes*** are available from the Canadian Conservation Institute, 1030 Innes Road, Ottawa, Canada K1A 0C8. Tel: 613-998-3721. Fax: 613-998-4721. Web site: <http://www.pch.gc.ca/cc-icc/english/pubs/pubs.htm>. A binder with a complete set of notes is available for \$85. Single note prices: less than 10 notes, \$2 each; less than 20 notes, \$1.75 each; 20 or more notes, \$1.25 each.

***Conserv-O-Grams*** are available by subscription from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Fax (202) 512-2233.

***Journal of the American Institute for Conservation*** is published three times per year by The American Institute for Conservation of Historic and Artistic Works, 1717 K Street N.W., Suite 301, Washington D.C. 20006. Back issues are available for \$30 each. Telephone: (202)452-9545; Fax: (202) 452-9328. ISSN 0197-1360.

***Library Resources and Technical Services*** is published quarterly by the American Library Association, 50 E. Huron St., Chicago, IL 60611. Tel: 312-280-4216. Fax: 312-440-0901. Subscriptions: members of ALCTS, \$27.50/year; nonmembers, \$55/year.

***Microform Review*** has been renamed to ***Microform & Imaging Review***. Available from KG Saur, Reed

Reference Publishing, 121 Chanlon Rd., New Providence, NJ 07974.

*The Paper Conservator* is published annually by The Institute of Paper Conservation, Leigh Lodge, Leigh, Worcestershire, WR6 5LB, England. Telephone: 0886 832323. Fax: 0886 833688. Back issues available for \$50 each. ISSN 0309-4227.

*Restaurator*, International Journal for the Preservation of Library and Archival Material is published quarterly by Munksgaard International Publishers, Ltd., 238 Main St., Cambridge MA 02142-9740. Telephone 617-547-7665, fax: 617-547-7489. Subscriptions \$185/year. Single issues available; call for current price. ISSN 0034-5806

### General Works

Dodson, Suzanne and Johanna Wellheiser, comp. *Bibliographic standards and Selected References Related to Preservation in Libraries*. Ottawa, Ontario: The National Archives of Canada, February 1996, revised April 1996.

An extensive bibliography divided into the following areas: preservation and access, paper-based records, film-based records, optical and magnetic records, environmental control, exhibition, health and safety, security, and emergency planning and response. Available at <http://www.nlc-bnc.ca/resource/presv/eintro.htm>.

Henry, Walter. "Electronic Lists, Web Sites & Resources Guides." *Abbey Newsletter* 19 (September 1995): 67.

LISTSERV lists and web sites related to preservation.

Higginbotham, Barbra Buckner, ed. *Advances in Preservation and Access, Vol. 2.*, ed. Medford, NJ: Information Today, 1995. (ISBN 0-938734-88-1)

A collection of essays discussing current issues and future problems confronting archivists and librarians. Topics include: preservation's future-present, science and technology assisting preservation, technology as a tool for managing the work of the preservation/conservation unit, preservation planning, condition surveys and needs assessment, preserving special formats, preserving special collections, and education and training for librarians, archivists, and readers. Available from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Phone: 312-922-0140. Fax: 312-347-1452. Email: <info@archivists.org>. Cost: \$49.50 members, \$54.50 non-members.

McCrary, Ellen. "Preservation-Related Web Sites." *Abbey Newsletter* 20 (September 1996):54.

A list of 34 sites.

"MLA's Statement on the Significance of Primary Records." *Abbey Newsletter* 19/6-7 (December 1995): 101-102.

An important statement on the continuing value of the information artifact itself for reading and research, recognizing that the new forms cannot fully substitute for actual physical objects.

Motylewski, Karen and Lisa Fox. *Training for Collections Care and Maintenance: A Suggested Curriculum Vol. 5: Library and Archives Collections*. Boston, MA: Northeast Document Conservation Center & National Institute for the Conservation of Cultural Property, 1996.

A guide for groups planning training on care of collections. It covers preservation administration, emergency preparedness, collections maintenance, selection for preservation, and preservation management. Available from: National Institute for Conservation, 3299 K Street NW, Suite 602, Washington DC, 20007; 202-625-1495.

Schrock, Nancy Carlson. "Welcome Allies: Vendors, Librarians, and the Public." *Abbey Newsletter* 20/13 (August 1996): 3-5.

Discusses the collaborative relationship between customers and vendors of preservation supplies. Provides a list of conservation/preservation supply vendors with addresses, toll free numbers, and free technical publications that are useful for workshops or staff training.

Swartzburg, Susan G. *Preserving Library Materials: A Manual*. Second edition. Metuchen, NJ: Scarecrow Press, 1995. 504 pp. Reference edition \$59.50. ISBN 0-8108-2855-3. Also available as an abridged textbook edition, with text and glossary, 328 pp. \$29.50, ISBN 0-8108-2980-9.

With a first edition in 1980, this much-revised manual was "written to help librarians analyze the preservation needs of their institutions and develop programs to meet those needs...Long-range planning...is emphasized." The reference edition includes a list of organizations, a selected list of periodicals, and an annotated bibliography omitted from the textbook edition. Available from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Phone: 312-922-0140. Fax: 312-347-1452. Email: <info@archivists.org>. Cost: \$59.50 members, \$65.50 non-members.

"Time Capsules," *CCI Notes* 1/6. Ottawa: Canadian Conservation Institute, 1995. 6 pp. Gives guidelines for opening old time capsules and for constructing new time capsules and preparing the contents of a time capsule so that the materials inside will survive for the desired length of time.

Turko, Karen. *Preservation Activities in Canada: A Unifying Theme in a Decentralized Country*. Washington, DC: Commission on Preservation and Access, 1996.

Provides an overview of the Canadian national preservation program. Reviews Federal initiatives, cooperative, decentralized initiatives and provincial and local initiatives in preserving Canada's cultural heritage.

Yakel, Elizabeth. "Managing College Archives Without an Archivist," *College and Undergraduate Libraries* 3/1 (1996): 79-97.

Covers strategies for managing such an archives with part-time or volunteers. Discusses how to 1) define the scope and responsibilities for the archives; 2) manage the collection; 3) appraise materials; 4) arrange and describe materials; 5) provide reference and access service; and 6) manage preservation.

## **Preservation Planning and Management**

Dalley, Jane. *The Conservation Assessment Guide for Archives*. Ottawa: Canadian Council on Archives, 1995.

Provides guidelines for assessing current preservation activities in an archives, as a basis for further development of preservation management program. Includes a comprehensive assessment questionnaire that covers policies and procedures, facilities and storage environment, storage conditions, exhibition, and disaster planning. This publication is also available in French. Available from Canadian Council of Archives, 344 Wellington St., Room 1009, Ottawa ON, K1A ON3. Tel: (613)995-0210, or from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Phone: 312-922-0140. Fax: 312-347-1452. Email: <info@archivists.org>. Cost: \$21 members, \$25 non-members.

Haynes, Douglas. "Pro-Cite for Library and Archival Condition Surveys." *Library Resources and Technical Services* 39:4 (October 1995): 427-433.

Describes the author's experience in using Pro-Cite to perform condition surveys for library and archival collections.

Kresh, Diane Nester. "Preservation Program Management at the Library of Congress: A case Study." *The Paper Conservator* 20 (1996):27-32.

Evaluation of preservation program needs for the rare and non rare materials at the Library of Congress.

*Managing Preservation: A Guidebook*. Columbus, OH: State Library of Ohio and the Ohio Preservation Council, 1995. 176 pages.

This manual covers the basics of preservation management, including mass deacidification, staff training and user awareness, funding of preservation programs, emergency preparedness, library collection conservation, and library binding. It also includes an extensive index, an annotated bibliography of printed and audio materials, several appendices listing where to locate products and services, examples of plans, programs and checklists. Available from Clara Ireland, State Library of Ohio, 65 S. Front St., Columbus, Ohio, 43215-4163. (no price available yet).

Marelli, Nancy. *Implementing Preservation Management: A How-To Manual for Archives*. Quebec: National Library of Quebec and National Library of Canada, 1996. 106 pp.

A practical how-to manual for setting up a preservation management program. Topics include assessment of collections and devising policies and procedures. Available from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Phone: 312-922-0140. Fax: 312-347-1452. Email: <info@archivists.org>. Cost: \$24 members, \$29 non-members.

Walters, Tyler O. "Breaking New Ground in Fostering Preservation: The Society of American Archivists' Preservation Management Training Program." *Library Resources and Technical Services* 39:4 (October 1995): 417-426.

Describes SAA's NEH-funded preservation management training program, designed to integrate preservation administration into all aspects of archives management. Details the assignments that helped participants to begin building elements of a preservation program during the training sessions, and discusses the author's efforts to initiate a preservation program at Iowa State University.

## **Environmental Control**

Appelby, P. H. "Building Related Illnesses." *British Medical Journal* 313, no. 7058 (September 14, 1996): 674-77.

Discusses concisely in regard to sick building syndrome: symptoms, risk factors, health and safety criteria, and steps to investigation of a suspected outbreak; addresses problems with indoor air, listing common indoor pollutants, allergens, and infectious diseases and their sources.

Atkins, Elisha H., MD, and Jeffrey Engel, MD. "Sick Building Syndrome." *JAMA* 275, no. 21 (June 5, 1996): 1634-35.

Atkins and Engel make the point that physicians can best help patients suffering with sick building syndrome by working with engineers, building managers, supervisors, and specialists in occupational health and safety to diagnose and treat the indoor environment.

Baynes-Cope, Arthur David. "Creating Buildings for Rare Books and Archival Documents." *Restaurator* 17 (1996): 22-24.

Sets forth principles for the creation of a rare book library or archive building, holding that what contributes to the preservation of the integrity of the material should take precedence over all.

"Datalogger Applications in Monitoring the Museum Environment (Revised)." *Conserv-O-Gram* 3/3. Washington, DC: National Park Service, 1995. 4 pp.

Discusses the use of dataloggers to monitor the temperature and relative humidity in collections storage and exhibit areas. Evaluates various instruments available on the market. Applicable to archives and libraries as

well as museums.

Daniel, Floreal. "A Pollution Chamber for the Accelerated Deterioration of Materials." *Restaurator* 17 (1996): 193-202.

Describes the construction and function of a chamber which delivers a regular flow of air with a given concentration of pollutants (SO<sub>2</sub> or NO<sub>2</sub>) and at a given humidity at a constant temperature.

Druzik, James, and Paul Banks. "Appropriate Standards for the Indoor Environment." *Conservation Administration News* 62/63 (summer/fall 1995): 1, 3-8.

Traces the background of the traditional values for temperature and relative humidity and the current controversy generated by the recommendation for departing from them. Summarizes the content of papers presented at the symposium: "Appropriate Standards for the Indoor Environment," held at the Conservation Center, Institute of Fine Arts, New York University on June 23, 1995, which was organized to address the scientific basis for a relaxation of standards. *Conservation Administration News* is no longer published.

Johanning, Eckardt, and Chin S. Yang, eds. *Fungi and Bacteria in Indoor Air Environments: Health Effects, Detection, and Remediation*. Latham, NY: Eastern New York Occupational Health Program, 1995. 228 pp.

Summaries of presentations and transcriptions of panel discussions of the International Conference, Saratoga Springs, NY, October 6-7, 1994, the purpose of which was to equip medical and non-medical practitioners from many disciplines to act responsibly, effectively, and efficiently to improve the air quality of areas impacted by biological contaminants. Available at a cost of \$30 plus \$4.50 for s/h, call (800) 877-2693 or (for international orders) fax (518) 436-7433.

Kaplan, Hilary A. and Elizabeth Kaiser Schulte. "Oxygen Deprivation for the Extermination of Insects Infesting Architectural Drawings." *The Paper Conservator* 20 (1996):22-26.

A discussion of materials and procedures used to fumigate a large collection of unique items using oxygen deprivation.

Lull, William P., and Paul N. Banks. *Conservation Environment Guidelines for Libraries and Archives*. N.p.: Canadian Council of Archives, 1995. 102 pp.

A discussion of general collection environment criteria, assessment, monitoring, goals for an improved conservation environment; general building environments and building systems that can create a good conservation environment, including possible compromises; typical interim and low-cost measures which improve an environment; typical phases of design and construction projects for new design and environmental renovation, including planning steps and guidelines for selecting the design team. Available from the SAA Publications Office, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140, ext. 21, e-mail: info@saa.mhs.compuserve.com, cost of \$16 for members and \$21 for non-members plus s/h charges, product code 290.

McCrary, Ellen. "Indoor Environment Standards: A Report on the NYU Symposium." *The Abbey Newsletter* 19, nos. 6-7 (December 1995): 93-94, 96-98.

This report summarizes presentations and panel discussions in response to a controversial press release that was issued in August of 1994 by four Smithsonian scientists. The release stated that museum objects can tolerate a wider swing in temperature and relative humidity than was previously thought and suggested that museums could save millions of dollars in capital and operating expenses by adopting the new standards. Includes synopses of presentations of CAL scientists, speakers on environmental management tools, case studies, and commentary on the conference by published sources and the editor.

McCrary, Ellen. Review of "Comments from a Conservator on Climate Control," by Barbara Applebaum. *The Abbey Newsletter* 20, no. 6 (December 15, 1996): 102-103.

Summarizes conservators' objections to the Smithsonian scientists' claim that museums could save millions on

environmental control if environmental standards were greatly relaxed.

Michalski, Stephan. "The Effect of Light from Flashbulbs and Copiers." *Abbey Newsletter* 20:6 (November 1996):73-74.

A reprint of Michalski's posting on the Conservation DistList in August 1996 about the effects of light from flashbulbs and copiers. Discusses the reciprocity principle and the negligible effect that flash cameras and electrostatic photocopiers have on artifacts.

"Molds & Fungi = Solvents." *ACTS FACTS* 10, no. 3 (March 1996): 4.

Reports study finding that volatile compounds produced by fungi were the same as those usually ascribed to solvent-containing sources in "sick buildings. Makes recommendations for avoiding mold problems in buildings.

O'Connell, Millie. "The New Museum Climate: Standards & Technologies." *The Abbey Newsletter* 20, nos.4-5 (September 1996): 58-60.

Summarizes presentations given at the two-day conference sponsored by the Northeast Document Conservation Center and Museum of Fine Arts in Boston. Conservation scientists, conservators and building engineers discussed changing standards, new developments, and their own efforts to control the environment in their institutions.

Price, Lois Olcott. *Managing a Mold Invasion: Guidelines for Disaster Response* (Technical Series No. 1). Philadelphia, PA: Conservation Center for Art and Historic Artifacts, 1996.

A revised edition of the 1994 edition. Copies are available from CCAHA, 264 S. 23rd Street, Philadelphia, Pa., 19103, (215)545-0613. Cost: \$3.50.

Reilly, James M., Douglas W. Nishimura, and Edward Zinn. *New Tools for Preservation: Assessing Long-Term Environmental Effects on Library and Archives Collections*. Washington, DC: Commission on Preservation and Access, November 1995. 35 pp.

Introduces the concept of the Time Weighted Preservation Index (TWPI), which provides a new way to measure and quantify how temperature and humidity changes affect the preservation quality of storage environments; illustrates the concept with examples; and explains how relatively small changes in storage conditions can result in significant improvements in the useful life of library and archives collections. Available from the Commission on Preservation and Access, 1400 16th St. NW, Suite 740, Washington, DC 20036 or Image Permanence Institute, Rochester Institute of Technology, 70 Lomb Memorial Dr., Rochester, New York 14623-5604, cost of \$10.

Rust, Michael K., Vinod Daniel, James R. Druzik, and Frank D. Preusser. "The Feasibility of Using Modified Atmospheres to Control Insect Pests in Museums." *Restaurator* 17, no.1 (1996): 43-60.

Reports study undertaken in light of the uncertain future for fumigation to determine whether controlled or modified atmospheres are lethal to insects and the minimum time required to provide 100% kill of all developmental stages of insects likely to infest materials, objects and artifacts in museums.

"Stachybotrys: Fungus Makes News Again." *ACTS FACTS* 10, no. 6 (June 1996): 1.

Reports the closure of a gymnasium after the discovery of two kinds of fungus: aspergillus and the toxic *Stachybotrys chartarum*. Describes symptoms, causes, and measures taken.

Strang, Thomas J.K. "Detecting Infestations: Facility Inspection Procedure and Checklist." *CCI Notes* 3/2. Ottawa: Canadian Conservation Institute, 1996. 4 pp.

Provides guidelines and a checklist for inspecting museum buildings for insect infestation; general enough to also be useful for archives and libraries.

Strang, Thomas J.K. "Preventing Infestations: Control Strategies and Detection Methods." *CCI Notes 3/1*. Ottawa: Canadian Conservation Institute, 1996. 4 pp.

Reviews strategies for preventing and detecting insect infestations in museums; includes information about inspecting museum objects, but the general principles are applicable to archives and libraries.

Wilson, William K. *Environmental Guidelines for the Storage of Paper Records*. Bethesda, MD: NISO Press, 1995. 21 pp.

A technical report which assists archivists, librarians, architects, and engineers in establishing environmental guidelines for the storage of records in their particular facilities and making the many decisions necessary to build or refurbish and to manage a records facility. Emphasizes that the development of an adequate environment for storage of records depends first on the adequacy of the physical characteristics of the building itself. Available from NISO Press Fulfillment Office, PO Box 338, Oxon Hill, MD 20750-0338, 1-800-282-NISO (6476), fax (301) 654-1721, e-mail nisohq@cni.org, cost of \$35 plus s/h charges.

Woodward, Jeanette. "The Tale of the Terribly High-tech Library Building." *American Libraries*. 26, no. 4 (April 1995): 308-10.

Regarding the need for information management in the effort to regulate the indoor environment.

## Holdings Maintenance

Alten, Helen. "Vacuums and Dust." *Abbey Newsletter* 19 (November 1995):81.

A list of ten upright vacuums that had excellent dust emissions ratings by *Consumer Reports*.

"Basic Care of Books." *CCI Notes 11/7*. Ottawa: Canadian Conservation Institute, 1995. 5 pp.

Provides basic guidelines for the care of books. Gives advice on display, handling, photocopying, storage, and maintenance. Discusses treatment and cleaning of different types of bindings, including leather, vellum and parchment, cloth, and paper.

Bellardo, Lew. "Low Energy, Low Technology, Low Toxicity Approaches to Preservation," *Abbey Newsletter* 19 (April 1995): 9-12 and (May 1995): 33-35.

A modified version of a paper presented at the ICA Preservation Committee Meeting, Oslo, Norway, May 1994. Some recommendations are for archives lacking adequate and affordable energy supplies and whose access to technology is limited. Others apply regardless. They deal with facilities location and construction, security, fire detection/control, disaster control, the control of temperature and humidity, particulates and pollution, light, mold, insects, handling, exhibition, housings, treatment, and reformatting. Abbey Publications, 7105 Geneva Drive, Austin, TX 78723, telephone: (512)929-3992, fax: (512) 929-3995, email: Abbeypub@flash.net. Personal subscriptions, \$45/year; institutional subscriptions, \$55/year; full time students and unpaid interns, \$20/year.

Kulka, Edward. *Archival Enclosures: A Guide*. Ottawa: Canadian Council of Archives, 1995.

Provides a foundation that summarizes and interprets existing standards and specifications for a variety of housings. Enclosures for paper records, books, pamphlets, machine-readable data carriers, and photographic records are all covered including manufacturers specifications and supplier information. This resource is also available in French. Canadian Council of Archives, 344 Wellington St., Room 1009, Ottawa ON, K1A ON3. Tel: (613)995-0210.

"Making Protective Enclosures for Books and Paper Artifacts." *CCI Notes 11/1*. Ottawa: Canadian



Conservation Institute, 1996. 4 pp.

Provides basic instructions for constructing slip-cases for books; boxes for archival material, books, and matted works of art on paper; and portfolios for small pamphlets, booklets, documents, manuscripts, and unmatted works of art on paper.

“Storing Works on Paper.” *CCI Notes 11/2*. Ottawa: Canadian Conservation Institute, 1995. 4 pp.

Provides basic guidelines for storage of paper, including information on acceptable storage materials, storage methods, and storage environment.

## **Disaster Preparedness and Security**

Allen, Susan, M. "Using the Internet to report rare book and manuscript thefts. (a study of 139 library security officers in academic and independent research libraries)." *Rare Books & Manuscripts Librarianship*. v. 10, no. 1 (1995) 22-37.

The author emphasizes the need for institutions to have a library security officer on staff and gives a brief synopsis of some of the major developments both good and bad in library security throughout history. Then using the 139 library security officers whose names had been reported by institutions who were members of the Association of Research Libraries, the Oberlin Group, and the Association of Independent Research Libraries, she surveyed them as to their use of, and interest in, the Internet and Listservs for security purposes.

Artim, Nick. "An Introduction to Automatic Fire Sprinklers, Part II." *WAAC Newsletter* 17, no. 2 (May 1995): 23-28.

The second part of an overview of sprinkler systems, components, operations, and common anxieties, the first part appearing in the same periodical in September 1994. Discusses a promising alternative to Halon 1301, a micromist system.

Artim, Nick. "An Update on Micromist Fire Extinguishment Systems." *WAAC Newsletter* 17, no. 3 (September 1995): 14.

gives updated information on the micromist system. Describes results of testing on fixed library stack systems. Two beta test sites (the Library of Congress and Canterbury Shaker Village in Canterbury, NH have been selected for installation of the micromist system.

Billington, James A. "Here Today, Here Tomorrow: The Imperative of Collections Security." *American Libraries*. v. 27 (August 1996) 40-41.

This is a brief description of the importance of instituting security measures at the Library of Congress and the steps that have been taken recently to protect the collections from theft and mutilation.

Brady, Eileen E. *Library/Archive/Museum Security: A Bibliography*. 5th ed. Moscow, ID: Catula Pinguis Press, 1995.

Brady has compiled a fairly comprehensive bibliography although there are some omissions. A good place to start when searching for security material.

Cox, Richard J. "Collectors and Archival, Manuscript, and Rare Book Security." *Focus on Security* (April 1995): 19-27.

Discusses the rising value to collectors of manuscripts and rare books. Cox examines the codes of ethics of several professional organizations and investigates the potential conflicts between individual collectors and their employing institutions. He leaves the reader to ponder the potential security risks these conflicts might entail for repositories' collections.

Davis, Patricia. "Libraries in Crisis: Safety and Security in Today's Library or, I've Seen Fire and I've Seen Rain." *Texas Library Journal*, v. 71 (1995) 90-93.

This article describes ways and procedures for dealing with problem patrons who might be considered to be creating a dangerous, or at least an annoying situation. While dealing with library general collections mostly, the issues are ones that could easily occur in an archives reading room.

"Emergency Preparedness for Cultural Institutions: Identifying and Reducing Hazards." *CCI Notes 14/2*. Ottawa, ON: Canadian Conservation Institute, 1995. 6 pp.

This leaflet provides a useful checklist of potential hazards to buildings and collections, designed to assist institutions in preparing an emergency plan.

"Emergency Preparedness for Cultural Institutions: Introduction." *CCI Notes 14/1*. Ottawa, ON: Canadian Conservation Institute, 1995. 2 pp.

Provides a brief overview of the reasons for undertaking emergency planning.

George, Susan C. "Library Disasters: Are You Prepared?" *C&RL News* (February 1995): 80-84.

A good summary of guidelines for disaster planning; applicable for archives as well as libraries. Includes helpful lists of materials and equipment to be included in a disaster kit and a disaster closet.

Lyall, Jan. "Disaster Planning for Libraries and Archives: Understanding the Essential Issues." *Provenance, the electronic magazine*. Vol.1, No.2 (March 1996): 10 pp. ISSN 1203-8954.

Concentrates on management aspects of disaster planning. It focuses on the basic procedures for preparing a plan, the reasons disaster plans fail, and the ways failure can be avoided. Available at <<http://www.intergate.bc.ca/netpac/provenance/index.html>>.

National Fire Protection Association. *NFPA 232A: Fire Protection for Archives and Records Centers*. Quincy, MA: National Fire Protection Association, 1995.

This updated standard covers fire safety requirements for protection of archival collections. Available from NFPA, 1 Batterymarch Park, PO Box 9101, Quincy MA 02269-9101. Tel: 1-800-344-3555. Cost: \$22.25.

Norris, Debbie. *After an Emergency: The Recovery of Photographic Collections* (Technical Series No. 2). Philadelphia, PA: Conservation Center for Art and Historic Artifacts, 1996. 6 pp.

An overview of recovery procedures for photographs. Available from CCAHA, 264 S. 23rd Street, Philadelphia, Pa., 19103, (215)545-0613. Cost: \$3.50.

Overman, Linda. "Managing the Archival Environment: Environmental and Security Issues." *Mississippi Libraries*. v. 59, no. 2 (1995) 38-40.

Although targeted for public librarians, this article is a concise synopsis of a variety of archival security issues such as the archival environment, collection assessment, environmental monitoring, disaster preparedness, and security from theft and mutilation.

Shockowitz, Tonya. "Security Issues for Archives, Rare Books and Special Collections: A Bibliographic Essay." *Current Studies in Librarianship*. v. 19 (1995) 5-12.

The author has taken a fairly close look at the literature and highlighted and annotated a number of significant articles three particular areas: issues and trends, specific security methods, and guidelines.

Shuman, Bruce A. "Designing personal safety into library buildings" *American Libraries*. v. 27 (August 1996) 37-39.

Libraries [and archives] often do not spend enough time developing security plans. In this article the author

highlights some of the physical dangers and incidents that have occurred recently in libraries. Then he examines a number of policy issues that are crucial for a security plan in a library or archives.

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

Conceived originally as a new edition of Timothy Walsh's *Archives & Manuscripts: Security* (1977), this volume explores new ways to integrate security into the day-to-day operations of an archives as well as including new components such as disaster preparedness, storage and handling, and environmental control under the security umbrella. While physical security is included, the emphasis is on policy and procedures and the awareness of archivists to security as a crucial component of their responsibilities.

Trinkaus-Randall, Gregor. "Security Issues for a Local History/Special Collections Room." *Rhode Island Library Association Bulletin*. v. 68, no. 9 & 10 (1995) 1-2.

Targeted at smaller libraries that house local history, archival, and special collections materials and yet may not have the financial wherewithal to invest in an expensive physical security program, this article emphasizes the need for specific policies and procedures in developing and implementing a security plan to protect these collections.

## **Exhibition**

"Glazing Materials for Framing Works on Paper." *CCI Notes 11/3*. Ottawa, ON: Canadian Conservation Institute, 1996, 4 pp.; and "Framing Works of Art on Paper." *CCI Notes 11/9*. Ottawa, ON: Canadian Conservation Institute, 1995, 4 pp.; and "Matting Works on Paper." *CCI Notes 11/5*. Ottawa, ON: Canadian Conservation Institute, 1996.

These three leaflets provide basic instructions for matting and framing of archival materials, as well as information about acceptable brands of UV-filtering glass and plastic glazing materials.

Power, Sally. "Exhibiting Newly Processed Manuscript Materials." *Southwestern Archivist* 19, no. 3 (1996): 34-35.

Incorporates preservation concerns into exhibit preparation.

## **Reformatting and Imaging**

"Judging Permanence for Reformatting Projects: Paper and Inks." *Conserv-O-Gram 19/14*. Washington, DC: National Park Service, 1995. 4 pp.

Evaluates the relative permanence of a wide variety of papers and inks found in archival collections, with a view to selecting the most unstable materials for priority reformatting.

## **Microfilming**

DeStefano, Paula. "Use-Based Selection for Preservation Microfilming." *College and Research Libraries*, 56:8 (September 1995), 409-418.

De Stefano claims that the collection based approach used prominently today to preserve brittle books is narrow was adopted solely to identify stand alone "strong" collections with little regard to how "strong" the collections really are, thus creating an insufficient representative sample of that subject area. DeStefano makes many arguments and promotes primarily a new look at more coherent strategies for long-term preservation of

brittle, circulating material.

Fortson, Judith. "Access to History: Microfilming the Archives of the Communist Party." *Conservation Administration News*, 60 (Jan. 1995), 1-5.

Describes the international microfilming project to preserve and make accessible the archives of the communist party of the Soviet Union. This cooperative project between Hoover Institution and the Russian State Archives Service of the Government of the Russian Federation Project expect to produce 25,000 reels of 35 mm silver gelatin microfilm over five years. This article describes the project; outlining development and set up phases. Conservation Administration News is no longer being published.

Fox, Lisa L., ed. *Preservation Microfilming: A Guide for Librarians and Archivists*, 2 ed., Chicago: American Library Association. 1996.

A revised second edition of the 1987 version edited by Nancy Gwinn. This new edition takes the classic 1987 guide and presents the latest information on planning and managing microfilming projects, incorporating new cooperative programs, service bureaus, and the impact on automation. The new edition is twice the size of the 1987 guide and reflects the changes in preservation microfilming since 1987. As with the first edition, many illustrations are used as it covers each phase in the preservation microfilming process, including quality control and production, storage of master negatives, selection and preparation of materials to be filmed. Available from American Library Association, Book Order Fulfillment, 50 E. Huron St., Chicago, IL 60611. Tel: (800)545-2433 ext. 7. ALA order code 0653-2-2036.

Moran, Gerard T. "Increasing Accessibility to Historical Collections: Micropublishing the Early Modern maps and Drawings of the General State Archives of the Netherlands." *Microform Review*, 24:1 (Winter 1995) 16-21.

Moran discusses a project to micropublish rare Dutch maps and drawings, and includes information on why microfiche was chosen over microfilm and why black and white film was used instead of color. He also describes the creation of the printed guide that accompanies the collection.

Schwartz, Werner, Ph.D. *The European Register of Microform Masters -- Supporting International Cooperation*. Washington, DC: Commission on Preservation and Access. May 1995.

Dr. Schwartz explains the European Register of Microform Master's (EROMM) history, founding, and role it will play in preserving documents on a global scale. Dr. Schwartz indicates that microfilm is a considerable component in preservation and that need calls for a coordinated effort among European countries. Available from The Commission on Preservation and Access, 1400 16th St., NW, Suite 740, Washington, DC 20036-2217.

Williams, Norman H. "Microform Publishing: Alive and Well in the Electronic Age." *Microform & Imaging Review*, 25:2 (Spring 1996) 68-72.

Williams points out that in the "great debate about the future of print in the electronic age" microforms are overlooked. Williams continues to demonstrate that microforms will continue to live on electronic media has helped microforms to demonstrate their has essential role. He continues to point out examples of material preserved and areas microforms do well. Among the five areas users use to evaluate and change medium, microforms rate high in four areas: unique access, storability, durability, and afford ability.

Wright, Conrad Edick. "Constant Aims, Changing Technologies: Photostat and Microfilm Publishing at the Massachusetts Historical Society." *Microform Review*, 24:2 (Spring 1995) 61-63.

Wright discusses the Massachusetts Historical Society's various photostat and microfilming projects and describes how they grew out of the philosophy of the Society's founder.

### ***Preservation Photocopying***

McCrary, Ellen. "Permanence of Photocopy Images." *The Abbey Newsletter*, 19:1 (April 1995): 2.  
McCrary provides an annotated bibliography on the permanence of photocopy images. The bibliography includes standards, subcommittee work and articles.

Sequa Chemicals. "Xerographic Toner Adhesion Method: Version 9" Chester, SC: Sequa Chemicals. April 1995.

Sequa Chemicals has developed its own performance test on toner (ink) adhesion and crease resistance. This in-house method helps to test how the surface sizing they use affects adhesion of toner on photocopies. Order from Sequa Chemicals, Inc., One Sequa Dr., Chester, SC 29706-0070 (800/669-5236)

### *Digitization*

Avedon, Don M. *Introduction to Electronic Imaging*. 2nd ed. Silver Springs, MD: Association for Information and Image Management International, 1996.

Although geared to business applications, this publication provides a concise, uncomplicated introduction to imaging technology that is applicable to library and archive settings. Use of tables, charts and illustrations aids in explaining more complex concepts and comparisons. Available from the Association for Information and Image Management International (AIIM), 1100 Wayne Avenue, Suite 1100, Silver Springs, MD 20910-5603. (301)587-8202.

Besser, Howard and Jennifer Trant. *Introduction to Imaging: Issues in Constructing an Image Database*. Santa Monica, CA: Getty Art History Information Program, 1995.

Excellent overview of the technology and system components required to create digital images. Provides theoretical basis and describes hardware and software needed to create, manage, index and store images. Color illustrations depict the nature of digital images, compression, resolution and display. Available from the Getty Art History Information Program, 401 Wilshire Boulevard, Suite 1100, Santa Monica, CA 90401-1455, 310-395-1025. Also available on-line: <[http://www.ahip.getty.edu/intro\\_imaging/0-Cover.html](http://www.ahip.getty.edu/intro_imaging/0-Cover.html)>

Billick, David., comp. "Selective Bibliography on Library Imaging Technology and Applications." *Microform Review* 24:2 (1996): 69-84.

Extensive bibliography of sources about imaging technology selected for their application in a library environment. Most of the citations are from 1990 to the present; the citations are grouped by subject.

Conway, Paul. *Preservation in the Digital World*. Washington, DC: Commission on Preservation and Access, March 1996.

Conway explores the relationship between traditional preservation activities and those in the digital environment from a management perspective. Many institutions have a preservation infrastructure to which these management strategies can be applied. Available from the Commission on Preservation and Access, 1400 16th St., NW, Suite 740, Washington, DC 20036-2217, (202)-939-3400. Cost: \$10.

Kellerman, L. Suzanne and Rebecca Wilson, comp. *Digitizing Technologies for Preservation*. SPEC Kit 214. Washington, DC: ARL/OMS Office of Management Studies, 1996.

Recently published spec kit includes information gathered and results from a survey of ARL libraries to determine the variety and range of imaging projects currently being undertaken by institutions. Available from the Association of Research Libraries, 21 Dupont Circle, NW, Suite 800, Washington, DC 20036. (202)296-2296.

Kenney, Anne R. and Stephen Chapman. *Digital Imaging for Libraries and Archives*. Ithaca, NY: Department of Preservation and Conservation, Cornell University Library, June 1996.

Updated version of workbook used in the one-week intensive class. Expanded chapters on outsourcing and indexing. Addresses practical applications through case study and “reality check” exercises. An excellent resource. Available from Cornell University Library, Department of Preservation and Conservation, c/o Mary Arsenault, 214 John M. Olin Library, Ithaca, NY 14853-5301, 607-255-9440.

Kenney, Anne R. and Stephen Chapman. *Tutorial: Digital Resolution Requirements for Replacing Text-Based Material: Methods for Benchmarking Image Quality*. Washington, DC: Commission on Preservation and Access, April 1995.

Detailed report based on the work done at Cornell to determine benchmarks for image quality in converting text based information, the procedure is based on quality indexing used in preservation microfilming. Available from the Commission on Preservation and Access, 1400 16th St., NW, Suite 740, Washington, DC 20036-2217, (202)-939-3400. Cost: \$10.

Lindner, Jim. "Digitization Reconsidered." *AMIA Newsletter* 33 (Summer 1996): 22-23, 29-30.

Lindner examines some aspects and decisions involved with a digitization strategy. Lindner continues to take an interesting and controversial position that a singular digitization strategy "...may not be the panacea hoped for at this time."

### ***Archiving / Storage***

Waters, Donald and John Garrett, co-chairs. *Preserving Digital Information: Report on the Task Force of Archiving of Digital Information*. Washington, DC: Commission on Preservation and Access, May 1, 1996.

Report from a two year study commissioned by the CPA and RLG to investigate the issues associated with the long term storage of digital information. The task forces recommendations include focusing on migration of information from one system configuration to the next, and development of a national system of digital archives. Commission on Preservation and Access, 1400 16th St., NW, Suite 740, Washington, DC 20036-2217, (202)-939-3400. Cost: \$15. Also available on-line: <<http://www-rlg.stanford.edu/ArchTF/>>

### ***Scanning Microforms / Hybrid Approach***

Gertz, Janet. "Selection for Preservation: A Digital Solution for Illustrated Texts." *Library Resources and Technical Services*. 40 (January 1996): 78-83.

Interesting discussion of selection issues that arose from a project at Columbia University to test the hybrid system by scanning microfiche of illustrated materials.

Conway, Paul "Selecting Microform for Digital Preservation: a Case Study from Project Open Book, " *Library Resources and Technical Services* 40:1 (January 1996): 67-77.

Discussion of microfilm selection issues in Yale's Project Open Book, a study exploring the feasibility of converting preservation microfilm to digital imagery and enhancing both physical and intellectual access to the resulting collection of digital files.

### ***Case Studies***

Gertz, Janet. *Oversize Color Images Project, 1994-1995 Final Report of Phase I*. Commission on Preservation and Access, August 1995.

This report describes a study conducted by the Commission on technological possibilities for reformatting brittle maps. This collaborative effort between Digital Preservation consortium, Columbia University, and Academic Information systems identifies the most acceptable preservation and access techniques available for oversize, color images associated with text. Available from CPA, 1400 16th St., NW, Suite 740, Washington, DC 20036-2217, (202)-939-3400. Cost: \$10.

Bagnall, Roger. *Digital Imaging of Papyri*. Washington, DC: Commission on Preservation and Access, September 1995.

This report documents how to best scan papyri and was prepared with the assistance of participants in the Advanced Papyrological Information System (APIS) and other expert consultants. Available from CPA, 1400 16th St., NW, Suite 740, Washington, DC 20036-2217, (202)-939-3400. Cost: \$10.

McClung, Patricia. *Digital Collections Inventory Report*. Washington, DC: Commission on Preservation and Access, February 1996.

This report provides a "snapshot of scanning projects as an inventory. Available from CPA, 1400 16th St., NW, Suite 740, Washington, DC 20036-2217, (202)-939-3400. Cost: \$20.

### ***Serial Publications***

Commission on Preservation and Access. *Newsletter*. Monthly.

Provides timely reports on cooperative national and international preservation activities, especially in reformatting, bibliographic control, and research and development. Especially useful for administrators.

Those on the mailing list also receive the Commission's many excellent reports. Commission on Preservation and Access, 1400 16th St., Suite 740, Washington, DC, 20036-2217. (202) 939-3400.

*Digital Libraries*. On-line Journal. Monthly.

<<http://www.dlib.org/>>

New edition posted on the 15th of each month. Consists of articles, briefs, resources, links and ready reference dealing with research and the development of digital libraries.

*Microform and Imaging Review*. Quarterly.

Provides articles on topics related to microform materials and new digital imaging technology. Issues of acquisition, collection development, maintenance, equipment for, and use of microform are all addressed. K.G. Saur, Reed Reference Publishing, 121 Chanlon Rd., New Providence, NJ, 07974.

### ***Electronic Resources***

Includes and/or links to information about digital imaging.

*CoOL (Conservation On-line)*

<<http://palimpsest.stanford.edu/>>

*Clearinghouse of Image Databases*

<[http://www.library.arizona.edu/images/image\\_projects.html](http://www.library.arizona.edu/images/image_projects.html)>

*Commission on Preservation and Access*

<<http://www-cpa.stanford.edu/cpa/index.shtml>>

## Paper and Bound Records

Arnold, R. Bruce. "Update: ASTM/ISR Paper Aging Research Program." *Abbey Newsletter* 20 (August 1996): 29-30.

Discussion of a three-year research program by the American Society for Testing Materials (ASTM) and its subsidiary division, the Institute for Standards Research (ISR), to define the life expectancy of papers. The purpose of this study is to move from standards that specify composition requirements, to standards that are based only on the performance requirements of end users.

Campion, Susan. "Wallpaper Newspapers of the American Civil War." *Journal of the American Institute for Conservation* 34 (Summer 1995): 129-40.

A brief discussion of wallpapers used for Civil War newsprint and a description of conservation treatment applied to stabilize three papers.

Girod-Holt, Jayne. "Removal of 19th C. Ships' Lists Embedded in Metal Painted Drawers." *Abbey Newsletter* 20 (June 1996): 24-25.

Discussion of a successful treatment protocol developed to remove documents stuck to the bottom of painted metal map case drawers.

Hanus, J. M. Komornikova and J. Minarikova. "Influence of Boxing Materials on the Properties of Different Paper Items Stored Inside." *Restaurator* 16 (4):194-208.

A description of an experiment which measured the mechanical properties of acidic and alkaline papers after being stored in various of records storage boxes and subjected to artificial aging. Results were compared to the same papers aged outside the boxes.

Krueger, Holly H. "The Core Collection of the Manuscript Division at the Library of Congress." *The Book and Paper Group Annual* 14 (1995):9-17.

The Core Collection is a group of 92 objects which has been drawn from the Division's various sub-collections of rare materials so that selected items from the Collection can be safely and easily retrieved on short notice to provide in-house presentations to distinguished visitors. The discussion focuses on the examination, documentation, treatment and housing for the Collection as well as the development of a monitoring program.

McCrary, Ellen. "AIC Definitions of Conservation Terminology." *Abbey Newsletter* 20 (September 1996): 48.

An alphabetical listing of definitions related to conservation and preservation and the occupational roles related



to these disciplines.

McCrary, Ellen. "Final Report to Congress on the Joint Resolution to Establish a National Policy on Permanent Papers." *Abbey Newsletter* 20 (September 1996):55-57.

This report is an abridged transcription of a 32 page document presented to Congress by the Librarian of Congress, the Archivist of the United States, and the Public Printer, on the Federal Government's progress in implementing a national policy to use permanent quality papers.

McCrary, Ellen. "NARA Advises Federal Agencies on Selecting Long-Lived Paper." *Abbey Newsletter* 19 (December 1995): 102-103.

A reprinting of the *NARA Bulletin No. 95-7* on the subject of procurement of writing, copying and printing papers for Federal records.

McCrary, Ellen. "Paprican's Dry Deacidification Method." *Abbey Newsletter* 19 (December 1995): 99-100.

Description of a new patented deacidification method by the Pulp and Paper Research Institute of Canada (Paprican). The process involves conditioning the materials in a high relative humidity and then interleaving them with papers containing calcium carbonate and putting them under pressure for several days to three months. Anticipated pros and cons are discussed.

McCrary, Ellen. "Some Permanent Papers for Dissertations." *Abbey Newsletter* 19 (December 1995): 116.

A list of papers meeting the *ANSI Z39.48-1992, Permanence of Paper for Publications and Documents in Libraries and Archives*. Included are writing, xerographic, and laser print papers.

*North American Permanent Papers: A Guide to Permanent Papers Available in the U.S. & Canada.*  
Austin, TX: Abbey Publications, 1995. 52 pp.

Designed to help the average person who is looking for paper that meets the American National Standard for permanent paper. Includes lists of papers by company and type of paper, along with chapters on permanence and recycled paper, standards and testing, the Photographic Activity Test, and legislation on permanent paper. Available from: Abbey Publications, 7105 Geneva Drive, Austin, TX 78723. Tel: 512-929-3992. Fax: 512-929-3995. Cost: \$19.50.

O'Loughlin, Elissa. "Wafers and Wafer Seals: History, Manufacture and Conservation." *The Paper Conservator* 20 (1996):8-15.

A discussion of starch wafer composition, its use in historical documents and recommendations for preservation.

Paul, Sophia. "The Bookkeeper Mass Deacidification Process -- Some Effects on 20th Century Library Materials." *Abbey Newsletter* 20 (September 1996): 50-53.

A description of the process and a discussion of the direct observable changes (pH and paper strength measurements) caused by the treatment.

Reed, Judith, Eleonore Kissel and Erin Vigneau. "Photo-Reproductive Processes Used for the Duplication of Architectural and Engineering Drawings: Creating Guidelines for Identification." *The Book and Paper Group*

*Annual* 14 (1995):41-49.

A description of the criteria developed by the authors to visually identify photo-reproductive process found in architectural archives. Accurate identification allows one to make appropriate decisions to segregate and safely store originals and reproductions.

Shahani, Chandru J. "Library of Congress Manuscript Marking Ink." *Abbey Newsletter* 20 (June 1996): 25.

The Preservation Directorate has stopped providing free samples of manuscript marking ink to curators of paper-based collections. Dr. Shahani, Chief of the Research and Testing Division of the Library of Congress, discusses indelibility problems with current ink samples.

van der Reyden, Dianne, Heather Tennison and Fei Wen Tsai. "Publish, Then Perish: The Reclamation of a Collection of Scientific Illustrations." *Restaurator* 17 (2):104-116.

Discussion of the collaborative efforts between archivists, conservators, museum professionals and scientists to preserve the O. C. Marsh Collection of dinosaur type specimen illustrations. Included are descriptions of various surveys, folder lists, housing materials and duplication procedures.

## Photographs

"Caring for Blueprints and Cyanotypes." *Conserv-O-Gram* 19/9. Washington, DC: National Park Service, 1995. 3 pp.

Discusses appearance, deterioration, storage, and handling of blueprints and cyanotypes.

Hendricks, Klaus. "Care of Black-and-White Photographic Glass Plate Negatives." *CCI Notes* 16/2. Ottawa, ON: Canadian Conservation Institute, 1995. 4 pp.

Discusses identification, storage, handling, and cleaning of wet collodion glass plate negatives and gelatin dry glass plate negatives.

Hendricks, Klaus. "Care of Black-and-White Photographic Negatives on Film." *CCI Notes* 16/3. Ottawa, ON: Canadian Conservation Institute, 1996. 4 pp.

Discusses stability of nitrate, acetate, and polyester base negatives, and gives recommendations for storage conditions, handling, and cleaning.

Hendricks, Klaus. "Care of Black-and-White Photographic Prints." *CCI Notes* 16/4. Ottawa, ON: Canadian Conservation Institute, 1996. 4 pp.

Focuses on photographic prints on paper with silver images. Provides recommendations for storage, handling, cleaning, and display.

Hendricks, Klaus. "Care of Colour Photographic Materials." *CCI Notes* 16/5. Ottawa, ON: Canadian Conservation Institute, 1996. 6 pp.

Describes the different types of color photographic processes and provides recommendations for storage, handling, disaster recovery, and display.

Hendricks, Klaus. "Care of Encased Photographic Images." *CCI Notes 16/1*. Ottawa, ON: Canadian Conservation Institute, 1995. 4 pp.

Describes three different types of case photographs (daguerreotypes, ambrotypes, and tintypes or ferrotypes) and provides recommendations for storage, handling, cleaning, and display.

*IS&T's 48th Annual Conference Proceedings, May 7-11, 1995--Imaging on the Information Superhighway*. Available from The Society of Imaging Science and Technology (IS&T), 7003 Kilworth Lane, Springfield, VA 22151 (tel. 703-642-9090, fax 703-642-9094, email: imagesoc@us.net).

This 538 page proceeding of papers presented at the IS&T annual conference contains numerous technical and research papers geared towards traditional photographic technology and newer imaging methods. However, there is a large section devoted to the session themes of digital imaging on the information superhighway; image compression, transmission and standards; museums on the information superhighway; and historical background of the modern photographic process. SAA members may be most interested in the latter two themes which feature such articles as:

Frey, Franziska S. and James M. Reilly. "The Use of Digital Imaging in the Area of Photographic Collections." *IS&T 48th Annual Proceedings*, 1995:78-81.

Mintzer, Fred, et. al. "Capturing and Preparing Images of Vatican Library Manuscripts for Access via Internet." *IS&T 48th Annual Proceedings*, 1995:74-77.

Romer, Grant B. "Evolution of the Daguerreotype Process." *IS&T 48th Annual Proceedings*, 1995:230-233.

Schaaf, Larry J. "By Nature's Light: Pre-Calotype Photographs by William Henry Fox Talbot." *IS&T 48th Annual Proceedings*, 1995:233-237.

McCormick-Goodhart, Mark H. "The Allowable Temperature and Relative Humidity Range for the Safe Use and Storage of Photographic Materials." *Journal of the Society of Archivists* 17:1 (1996): 7-21.

Discusses the affect of relative humidity in the deterioration of photographic materials, and associated issues of cycling (fluctuations) in relative humidity during storage or during use. Other factors are explored including recommendations for cold storage, sealed packages for use in cold storage, upper limits for relative humidity at various temperatures in normal use conditions or during storage.

*Topics in Photographic Preservation*, vol. 6, 1995. Published by the Photographic Materials Group (PMG) of the American Institute for Conservation (AIC). Available for \$15.00 (members) or \$17.50 (non-members) from AIC, 1717 K St., NW, Suite 301, Washington, DC 20006 (tel. 202-452-9545, Fax 202-452-9328, email: infoAIC@aol.com).

Biannual published compendium of unjuried papers presented at the annual meetings of the PMG/AIC. Vol. 6 includes fourteen papers total. The following papers may be of interest to SAA members:

Daffner, Lee Ann. "Examination and Investigation of 19th Century Paper Negatives: A Study of the Process, Materials, and Deterioration Characteristics." *Topics...* vol 6, 1995: 1-10.

Discusses the technology of early paper negatives at the dawn of photography used for printing salt prints and early albumen prints. Alerts readers to the issues regarding display and use due to the unstable image material and delicate nature of the materials.

Fischer, Monique C. and James M. Reilly. "Use of Passive Monitors in Film Collections." *Topics...* vol 6, 1995: 11-40.

A technical paper that outlines the research and development of passive acidity monitors that undergo a color change to indicate an acidic pH in film within closed storage containers. These monitors are now available from the Image Permanence Institute (IPI) as A-D Strips (Acid-Detector Strips). The article mentions other commercially available acid monitors designed for motion picture cans, and compares them in effectiveness and reliability to the monitors developed by IPI.

Price, Lois Olcott. "The History and Identification of Photo-Reproductive Processes used for Architectural drawings Prior to 1930." *Topics...* vol 6, 1995: 41-49.

Provides a description of processes, their periods of active use, covering blueprints, pellet Process, Van Dykes, other iron processes, diazos, aniline process, photostats, C.B. prints, and a few lithographic processes.

Puglia, Steve. "The Preservation of Acetate Film Materials—A Cost-Benefit Analysis for Duplication and Cool/Cold Storage." *Topics...* vol 6, 1995: 50-79.

Provides a worksheet with which one can compute and compare various costs of cold storage and/or duplication for various formats of still photography, motion picture, and aerial film.

Schobert, Mary. "The Treatment of William H. Rau's Pennsylvania Railroad Scenery." *Topics...* vol 6, 1995: 119-124.

An interesting discussion of the treatment issues and problems encountered while unmounting and remounting large format albumen prints previously mounted on disintegrating brittle mounts.

Wagner, Sarah S. "Approaches to Moving Glass Plate Negatives." *Topics...* vol 6, 1995: 130-133.

Handout presented at the 1995 National Archives Annual Preservation Conference. Discusses issues regarding the safe packing and transport of glass plate negative holdings during a move to a new building.

Wagner, Sarah S. "NARA's 1994 Preservation Conference: Acetate Film." *Abbey Newsletter* 19 (September 1995): 70.

Summary of the ninth annual NARA preservation conference which examined the extent and nature of preservation concerns related to cellulose acetate films from the past 75 years. Issues related to storage and duplication were addressed.

## Electronic Records

"Care of Archival Compact Disks." *Conserv-O-Gram* 19/19. Washington, DC: National Park Service, 1996. 4 pp.

Discusses life expectancies, types of CDS, and gives recommendations for environmental conditions, storage, and handling.

"Care of Archival Digital and Magnetic Media." *Conserv-O-Gram* 19/20. Washington, DC: National Park Service, 1996. 4 pp.

Discusses storage, handling, disaster recovery, and reformatting of digital and magnetic media.

Crum, Laurie B. "Digital Evolution: Changing Roles and Challenges for Archivists in the Age of Global Networking." *Archival Issues* 20:1 (1995): 51-63.

Addresses the challenges raised for archivists by the development of digital networking and hypermedia documents. Offers preliminary definitions of digital documents and identifies some of the characteristics of digital documents with enduring value.

Gilliland-Swetland, Anne. "Digital Communications: Documentary Opportunities Not to be Missed." *Archival Issues* 20:1 (1995): 39-50.

The author discusses the implications for archivists of managing the "human record" in the evolving and expanding world of digital communication. She urges archivists to identify the uses and documentary natures of digital communications; to track and harvest certain types of electronic interactions, and to use technology to insure the ongoing dissemination, preservation, and use of archival materials.

Hedstrom, Margaret. "Electronic Archives: Integrity and Access in the Network Environment." *American Archivist* 58 (Summer 1995): 312-324.

Discusses conceptual, technical, and economic challenges to access and preservation of electronic archives in the evolving network environment. The author argues that respect for the evidentiary nature of archival records cannot be sacrificed for the sake of enhanced access to the contents of archival materials.

McCrary, Ellen. "NARA Conference on Preserving Tapes & Disks, March 1996." *Abbey Newsletter* 20 (November 1996):80-81.

A report of the most interesting facts and advice presented at the conference as transcribed by Ellen from her notes.

Van Bogart, Dr. John W. C. *Magnetic Tape Storage and Handling: A Guide for Library and Archives.*

Washington, DC: Commission on Preservation and Access, St. Paul, MN: National Media Laboratory, 1995.

Guidelines for proper care, handling, and storage to prolong the useable life of information stored on magnetic tape. Includes descriptions of recordings technology and mechanisms of deterioration. Written for those with a non-technical background. The Commission on Preservation and Access, 1400 16th St., NW, Suite 740, Washington, DC 20036-2217; or <[http://www.nmi.org/resources/misc/commission\\_report/contents.html](http://www.nmi.org/resources/misc/commission_report/contents.html)>.

## **Moving Images and Sound Recordings**

Eastman Kodak Company. *Safe Handling, Storage and Destruction of Nitrate-Based Motion Picture Films*. Rochester, NY: Kodak Environmental Services, 1995. Kodak Publication NO. H-182.

Kodak provides a general overview of the identification, deterioration, handling, storage, projection, repair, duplication, transportation and destruction of cellulose nitrate film. Eastman Kodak company, Department 412-L, Rochester, New York 14650-0532 for a complete listing of Kodak publications.

*National Archives of Canada. Fading Away: Strategic Options to Ensure the Protection of and Access to Our Audio-Visual Memory*. Report of the Task Force on the Preservation and Enhanced Use of Canada's Audio-Visual Heritage, June 1995. 51 pp.

This report addresses in four parts how to assess your situation, build, preserve, and provide access to your audio-visual collections. Appendices include a 3.5 inch diskette of "Audio-Visual Repositories in Canada: A Preliminary Survey," "Selection Factors for Audio-Visual Archives," "Some Observations on Audio-Visual Heritage Programs in other countries," and "Preservation of Media."

Weissman, Kenneth S. "The Library of Congress Expands Film Preservation Laboratory." *Journal of Film Preservation*, 24:51 (November 1995) 39-42.

Weissman describes the planning and building of a new laboratory and film processor facilities at the Library of Congress Film Conservation Center. The planning and building process for the new facilities began in 1992.

Wheeler, Jim. "Videotape Formats." *AMIA Newsletter*, 31 (Winter 1996) 24-26.

Wheeler provides an overview of video tape formats and how these formats are designed, providing basic terminology in regards to resolution, records, and signal. Analog and digital advantages and disadvantages are addressed highlighting the problems associated with conversion.

AMIA Newsletter Special Section, "Preservation." *AMIA Newsletter*, 33 (Summer 1996) 15-30.

Heller, P.J. "CBS Preserving History on Film, Videotape." *AMIA Newsletter*, 33 (Summer 1996) 16-17.

Heller provides an insight into the preservation of CBS television shows through the eyes of Dan Sullivan, head of one department responsible for over 100 technicians working on every aspect of videotape and film. "The

key is preservation," says Sullivan and discusses the problems with format, hardware obsolescence, and video transfer.

Nishimura, Douglas, W. "What's That Smell in My Diacetate Collection?" *AMIA Newsletter*, 33 (Summer 1996) 17-19.

Nishimura discusses a recurring question, "What's that smell in my diacetate collection?". This article describes in some detail the make up of diacetate film and the chemical reactions that cause the vinegar smell associated with acetate collections.

Brothers, Peter. "Warning: Rewind or Risk Your New Tape's 'Health'." *AMIA Newsletter*, 33 (Summer 1996) 21.

Why should I rewind my tapes? Accelerated Contact Hydrolysis (ACH) is the problem and provides good reason to rewind your tapes. Brothers provides information on cassette formats and how these formats can cause deterioration or ACH if you don't rewind your tapes.

Lipman, Ross. "Problems of Independent Film Preservation." *AMIA Newsletter*, 33 (Summer 1996) 24-30.

The independent film is placed outside industry standards and this outside context poses a unique challenge to the archivist and preservationist. Unique printing methods are used highlighting issues of techniques and philosophy that require more unique preservation strategies. Reversal film, for example, is discussed as a medium that continues to survive and requires a different approach to film production and ultimately preservation.