Reliable Resources for Further Study and Reference

PRISCILLA ANDERSON AND LAUREN TELEPAK

*T*heological libraries and archives have attributes that distinguish them from other specialized libraries. In the preservation realm, handling, storage, and display of oversized books, historic textiles, and items embedded with religious meaning and restrictions present particular challenges. For most aspects of preservation, however, general guidance for all libraries, and often for museums and other cultural heritage organizations, still applies. The following short list of annotated resources (online, downloadable, and print formats) ranges from basic advice to state-of-the-art technology and is intended to complement and supplement references provided in the other chapters of this volume. The list is not comprehensive but is curated for staff of theological libraries and archives without easy access to a preservation or collections care professional. The scope is intentionally international, and while all resources are available in English, we note when translations are available.

General Preservation

"Agents of Deterioration." Canadian Conservation Institute, September 26, 2017. *https://www.canada.ca/en/conservation-institute/services/agents-deterioration.html*.

While others have added to and modified these categories, the Canadian Conservation Institute's version of the 10 Agents of Deterioration is still referenced as a simple way to understand the complexity of cultural heritage deterioration. Available in French.

"Care of Objects and Collections." Canadian Conservation Institute, April 5, 2022. *https://www.canada.ca/en/conservation-institute/services/care-objects.html*.

The Canadian Conservation Institute provides discrete leaflets in a series of "Notes" on preservation topics with good information in consumable amounts. Available in French.

"Collections Care." Collections Care (Preservation Directorate, Library of Congress). Accessed June 30, 2023. *https://www.loc.gov/preservation/care/*.

The Library of Congress (US) Preservation Directorate's suite of Collections Care web pages covers many aspects of collections care for library materials, including guidance by format type as well as by collection care activity.

"Conserve O Grams." National Parks Service. Accessed June 27, 2023. *https://www.nps.gov/museum/publications/conserveogram/cons_toc.html*.

The National Park Service (US) maintains a robust series of short technical leaflets called "Conserve O Grams" that focus on general preservation topics as well as format-specific guidance for collections such as fine art, leather, books, and papers. Current versions are PDF downloads only; older versions are in print.

Foot, Mirjam M. *Building a Preservation Policy*. Edited by Caroline Peach. Revised. London: Preservation Advisory Centre, The

British Library, 2013. https://www.bl.uk/britishlibrary/~/media/bl/global/conservation/pdf-guides/building-a-preservation-policy.pdf.

This British Library (UK) resource, first published in 2001, focuses on creating a format-agnostic preservation policy that extends across an entire organization, not solely for the staff or departments focused on collections care. Starting with linking preservation to the mission and goals of the organization and its other units, it then provides a helpful checklist of elements that should be addressed. PDF download.

Hadgraft, Nicholas and Katherine Swift, eds. *Conservation and Preservation in Small Libraries.* Cambridge: Parker Library Publications, Corpus Christi College, 1994.

This classic reference emphasizes conservation treatment but includes a few useful sections on preventive care topics. Of note are two perspectives on physical evidence within manuscripts and printed books and how to avoid damaging or losing that evidence. Print only.

Nevin, Austin, Joyce H. Townsend, Matija Strlič, Nigel Blades, David Thickett, and Jo Kirby Atkinson, eds. *Preventive Conservation: The State of the Art: Contributions to the Turin Congress, 10-14 September 2018.* International Institute for Conservation of Historic Artistic Works, 2018.

As the proceedings of an international conference, this reference is not a comprehensive manual. It provides recent updates on many collections care topics. Print only.

Pedersoli Jr, José Luiz, Catherine Antomarchi, and Stefan Michalski. *Guide to Risk Management in Cultural Heritage.* ICCROM, Canadian Conservation Institute, 2016. https://www.iccrom.org/publication/guide-risk-management.

Using illustrations and exercises, this guide introduces the reader to a methodology for examining and assessing risks to their collections. PDF download. Available in Arabic, Chinese, French, Portuguese, and Spanish.

"Preservation 101: Preservation Basics For Paper And Media Collections." Northeast Document Conservation Center, 2015. *https://www.nedcc.org/pres101*.

Focusing on books, art on paper, and photographs, the Northeast Document Conservation Center (US) offers many free resources, including a free online textbook for self-guided study in the basics of library preservation. They also offer an occasional, fee-based live course.

"Preservation Guides." The British Library, January 10, 2019. *https://www.bl.uk/conservation/guides*.

Index page from the British Library (UK) to a variety of guides on specific preservation topics. PDF downloads.

"Resources." Connecting to Collections Care Online Community, Foundation for Advancement in Conservation, 2021. *https://connectingtocollections.org/resources/*.

Focusing on collections care for small to mid-sized museums and other cultural heritage organizations, Connecting to Collections Care is a website and online community with videos, resources, and a discussion forum. Videos and resources are mostly free, with a fee charged for more in-depth online courses. It is sponsored by the Foundation for Advancement in Conservation (US). Some resources are available in Spanish.

Sustainable Preservation Environments

"Bizot Green Protocol." International Committee for Museums and Collections of Modern Art, 2014. *https://www.cimam.org/sustainability-and-ecology-museum-practice/bizot-green-protocol/*.

In 2014 the Bizot Green Protocol, coordinated by a group of renowned museum directors, issued a dramatically new set of Guiding Principles and Guidelines that revised long-held beliefs in the appropriate use of resources and, particularly, in strict temperature and humidity control in museum settings. While

library collections have not always followed those historically strict settings, it is good to see the sustainability reasons behind this revised approach, as they can inform decisions about library preservation environments as well.

d'Hont, Lieve, Marc Stappers, and Bart Ankersmit. *Managing Indoor Climate Risks*. Cultural Heritage Agency of the Netherlands, 2018. *https://english.cultureelerfgoed.nl/publications/ publications/2018/01/01/managing-indoor-climate-risks*.

The publications website of the Cultural Heritage Agency of the Netherlands has many good resources about preservation topics, including this nine-page guide to managing indoor climate risks. PDF download. Available in Dutch.

IPI's Guide to Sustainable Preservation Practices for Managing Storage Environments. Rochester NY: Image Permanence Institute, 2013. *https://s3.cad.rit.edu/ipi-assets/publications/ sustainable_preservation_practices/sustainable_preservation_ practices_all.pdf*.

IPI's Methodology for: Implementing Sustainable Energy-Saving Strategies in Collections Environments. Rochester NY: Image Permanence Institute, 2017. *https://s3.cad.rit.edu/ipi-assets/ publications/methodology_guidebook/methodology_guidebook_ all.pdf*.

Funded by the National Endowment for the Humanities (US) and the Institute for Museum and Library Services (US), the Image Permanence Institute (IPI) conducted research and devised strategies to incorporate preservation goals into energy-saving measures for managing temperature and humidity in collection storage environments. These two companion resources cover different approaches and climate zones. The Guide provides more background information and goals, and the Methodology gives more details on how to implement changes. PDF downloads.

Emergency Preparedness and Planning

General

Mcllwaine, John. *IFLA Disaster Preparedness and Planning: A Brief Manual.* Paris: IFLA PAC, 2006. *https://repository.ifla.org/bitstream/123456789/1315/1/ipi6-en.pdf*.

This basic manual from the International Federation of Library Associations and Institutions (IFLA) Core Activity on Preservation and Conservation (PAC) focuses on the main components of writing a disaster plan: assessing risks, preparedness, and response. PDF download. Includes an annotated list of resources in multiple languages.

Disaster Plans

Dorge, Valerie, and Sharon L. Jones. *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions.* Los Angeles, CA: Getty Conservation Institute, 1999. *http://hdl.handle.net/10020/gci_pubs/emergency_english*.

This guide focuses on a team-based approach to creating an emergency plan. It suggests an organizational structure and outlines the different roles of administrators, emergency preparedness committees, and departmental teams. Prompts and exercises in the text can help define team roles and responsibilities. PDF download. Available in French and Spanish.

"dPlan: ArtsReady—Online Disaster Planning Tool." Northeast Document Conservation Center, 2022. *https://www.nedcc.org/free-resources/disaster-assistance/dplan-artsready*.

Fee-based online tool that takes you through the steps of creating a customized disaster preparedness and response plan for your organization.

"Level of Collections Emergency Scenarios." Library of Congress, May 1, 2009. *https://www.loc.gov/preservation/emergprep/plan/scenarios.html*.

One of the best ways to test your collections emergency response plan is to practice it with your colleagues using a tabletop exercise. Created by the Library of Congress (US), the two documents linked from this webpage provide a variety of tabletop scenarios based on the risk level of an emergency that you can modify to the specifics of your organization. Each tabletop scenario also includes a set of sample talk-through questions to help facilitate conversation during the exercise. PDF downloads.

"Pocket Response Plan™ PReP™ Templates," Council of State Archivists, 2006. *https://www.statearchivists.org/research-resources/emergency-preparedness/pocket-responce-templates*.

The Pocket Response Plan™ (PReP™) is a customizable template that consolidates important information from your disaster plan into a portable document that can fold up to the size of a credit card. The template is not a replacement for your plan but a way to create a concise version with important communication information that emergency team members can easily access. Note that the typo ("responce") is part of the correct URL. PDF download. Available in Portuguese and Spanish.

Risk Assessment

"Risk Evaluation and Planning Program (REPP)." Foundation For Advancement in Conservation, August 19, 2015; updated April 30, 2015. *https://www.culturalheritage.org/resources/emergencies/risk-evaluation-and-planning-program*.

Resource created by the Foundation for Advancement in Conservation (US) and the Risk Evaluation and Planning Program that includes tools to help evaluate potential risks to your collections. These include a building walk-through checklist, a risk prioritization worksheet, and a set of one-page

summary documents with basic preparedness information and tips for developing an emergency plan and implementing mitigation measures. PDF and XLS downloads.

"Risk Management." Library of Congress. Accessed June 27, 2023. *https://www.loc.gov/preservation/emergprep/insurancemain.html*.

Library of Congress (US) resource that briefly reviews how to identify risks as well as how to minimize, spread, and transfer some of the costs of risks to a collection with insurance. Includes links to information about insurance valuation and other insurance resources available in the United States.

Mold and Pest Management

Brokerhof, Agnes W., Bert van Zanen and Arnold den Teuling. *Fluffy Stuff: Integrated Control of Mould in Archives*. Amsterdam: Netherlands Institute for Cultural Heritage (ICN), 2007. *https://english.cultureelerfgoed.nl/binaries/cultureelerfgoed-en/documenten/publications/1999/01/01/fluffy-stuff-integrated-control-of-mould-in-archives/Fluffy-Stuff-integrated-pest-management-in-collections.pdf*.

A concise guide to preventing and treating mold on paper-based collections. PDF download. 1999 print version available in Dutch.

Insects Limited. Accessed June 30, 2023. *https://www.insectslimited.com/*.

This commercial website is a treasure trove of helpful information for identification, prevention, and treatment of specific pests. The company sells specialized pest control products and services, and its advice understandably leans toward those solutions. That said, they contribute a lot of knowledge and expertise to the public. Free access to online information and PDF downloads; services and products for purchase.

"Integrated Pest Management for Cultural Heritage." Accessed June 30, 2023. *https://museumpests.net/*.

Interactive website that helps people of all skill levels to identify pests and the strategies to reduce/eliminate them from buildings and collections. While many of the strategies focus on prevention using low- or no-chemical means, a few of the more aggressive strategies require a licensed professional to execute. The site provides instant translation into multiple languages.

Pinniger, David. *Managing Pests in Paper Based Collections*. London: Preservation Advisory Centre, British Library, 2021. *https://www.bl.uk/britishlibrary/~/media/bl/global/conservation/pdf-guides/managing-pests-in-paper-based-collections-guide.pdf*.

Concise guide to pest management specifically for libraries and archives. PDF download. Available in Spanish.

Ryder, Suzanne, Amy Crossman, Robert Child, and Institute of Conservation, eds. *Integrated Pest Management for Collections: Proceedings of 2021: A Pest Odyssey, The Next Generation*. London: Archetype Publications, 2022.

The technical papers in this Institute of Conservation (UK) conference proceedings represent state-of-the-art pest management in 2021. Perspectives emphasizing the importance of staff attitudes, training, working conditions, and relationships build the success of an integrated pest management program. Print only.

Handling, Transport, and Packing

"Courier Decision Tool." Association of Registrars and Collections Specialists, August 2021. *https://www.arcsinfo.org/content/documents/arcs_couriertree_full_d8.pdf*.

This publication provides the perspective of registrars on the questions of whether, when, and how to request/provide courier services to accompany collections in transit, both in person and remotely. PDF download.

"Preparation, Art Handling, Collections Care Information Network."
PACCIN. Accessed June 30, 2023. *https://www.paccin.org/content.php*.

This online resource contains articles and links to other
resources curated by museum preparators, collection managers,
and other collection care professionals. The best information
focuses primarily on preparing collections for exhibition
and packing them for transport. Access to the articles is free.
If you want to join the online community to post your own
information, you will need to join the group for a fee.

Using Library and Archive Collections. Second Edition. London:
British Library, Preservation Advisory Centre, 2013. *https://www.bl.uk/britishlibrary/~/media/bl/global/conservation/pdf-guides/handling-library-and-archive-collections.pdf*.

While there are no how-to illustrations in this guide, it contains
good and detailed information on how to handle various types
of library and archive collections with recommendations for
reading room policies. PDF download.

Storage and Enclosures

Elkin, Lisa, and Christopher A. Norris, eds. *Preventive Conservation:
Collection Storage.* New York, NY: Society for the Preservation of
Natural History Collections, 2019.

This 944-page tome addresses collection storage as the
fundamental strategy for preserving collections. Focusing on a
risk-assessment approach to preventing damage that includes
multiple stakeholders and decision-makers in the organization,
much of the information is broadly applicable to all collection
types, including libraries and archives. Print only.

"Re-Org—Collection Storage Reorganization." ICCROM. Accessed
June 30, 2023. *https://www.iccrom.org/programmes/re-org*.

This website, created by the International Centre for the Study
of the Preservation and Restoration of Cultural Property,

provides an entry point for a method of re-organizing collection storage spaces. Focused mainly on museums, there is still useful information for libraries. Available in Arabic, French, Italian, and Spanish.

"STASHc (Storage Techniques for Art, Science & History Collections)." Foundation of the American Institute for Conservation. Accessed June 30, 2023. *https://stashc.com/*.

Started and maintained by the Foundation of the American Institute for Conservation of Historic and Artistic Works, this website contains articles by various collection care professionals on solutions to challenges related to storage and protective enclosures for many types of collections and storage configurations. While the style of the articles varies, the content is innovative and cost-conscious.

Sound Recordings

Brylawski, Samuel, Maya Lerman, Robin Pike, and Kathlin Smith, eds. *ARSC Guide to Audio Preservation*. CLIR Publication No. 164. Eugene, OR: Association for Recorded Sound Collections / Washington, DC: Council on Library and Information Resources / Washington, DC: National Recording Preservation Board of the Library of Congress, 2015. *https://www.clir.org/pubs/reports/pub164/*.

Industry-accepted reference on the preservation of audio collections by the Association for Recorded Sound Collections. The editors' stated purpose is "to help public and private institutions, as well as individual collectors, that have sound recordings in their collections but lack the professional expertise in one or more areas to preserve them." PDF download. Print version is no longer available for purchase but may be borrowed from other libraries.

"IASA Special and Technical Publications." International Association of Sound and Audiovisual Archives.

Accessed July 1, 2023. *https://www.iasa-web.org/iasa-special-and-technical-publications*.

These technical publications from IASA outline preservation strategies for audiovisual materials. Include general strategies and principles as well as guidelines for handling and storage of materials and the production of digital surrogates. PDF downloads. Some editions are available in multiple languages.

Electronic and Born-Digital Media

General

Iraci, Joe. *Electronic Media Collections Care for Small Museums and Archives.* Ottawa: Canadian Conservation Institute, 2020. *https://www.canada.ca/en/conservation-institute/services/care-objects/electronic-media/electronic-media-collections-small-museums-archives.html*.

A readable and succinct yet thorough guide to preservation of electronic media. Available in French.

Redwine, Gabriela, Megan Barnard, Kate Donovan, Erika Farr, Michael Forstrom, William M. Hansen, Jeremy Leighton John, Nancy Kuhl, Seth Shaw, and Susan Thomas. *Born Digital: Guidance for Donors, Dealers, and Archival Repositories*. Washington, DC: Council on Library and Information Resources, 2013. *https://www.clir.org/pubs/reports/pub159/*.

While somewhat dated in terms of the formats and software mentioned, this resource is helpful for the perspective it provides for various stakeholders, including dealers and donors as well as archives staff. PDF download. Available in Japanese.

Selecting Materials for Digital Preservation

"The Bitlist 2022: the Global List of Digitally Endangered Species."
Scotland: Digital Preservation Coalition, November 2023.
*https://www.dpconline.org/docs/miscellaneous/our-work/
bitlist/2790-bitlist2022/file*.

The Digital Preservation Coalition (UK) presents a thorough list
of digital media types that are assigned one of six levels of risk
in support of creating priorities for digital preservation. PDF
download.

"Digital Preservation Handbook." Digital Preservation Coalition.
Accessed July 1, 2023. *https://www.dpconline.org/handbook*.

Written for a wide audience, providing both an overview and
detailed technical instructions. Available on the website and as
a PDF download. Available in French and Italian.

"Levels of Digital Preservation." National Digital
Stewardship Alliance. 2019. *https://ndsa.org/publications/
levels-of-digital-preservation/*.

This matrix from the National Digital Stewardship Alliance
(US) is an award-winning at-a-glance summary of four levels of
preservation (increasingly rigorous) with the functional areas
needing attention for each level.

"Preservation Guidelines for Digitizing Library Materials." Library
of Congress. Accessed June 29, 2023. *https://www.loc.gov/
preservation/care/scan.html*.

The Library of Congress (US) provides a succinct, non-technical
guide to selecting and preparing library materials for
digitization. It does not contain specifications for the digitization
process itself.