

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 issue contains sources from 1997 and 1998. It is not, however, an official publication of the Society.

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. Function and record format structure the list, 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
- preservation of photographs
- preservation of moving images and sound recordings
- preservation of electronic records

The SAA Preservation Section's Publication Committee and Steering Committee coordinate the selection and compilation of citations. 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 Jeremy Brett (National Agricultural Library), Clark Center (University of Alabama), Evelyn Frangakis (National Agricultural Library), Janice Mohlhenrich (Emory University) and Holly Robertson (University of Georgia). The Publications Committee welcomes your comments on Selected Readings in Preservation.

Pam Hackbart-Dean
Chair, Publications 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. Individual subscription, ? students, ? institutional subscriptions, ?. 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/>.

American Archivist is published semi-annual by the Society of American Archivists 527 S. Wells, 5th Floor, Chicago, IL 60607. Tel: 312/922-0140; Fax: 312/347-1452. Subscriptions: ?/year to North American addresses, ?/year to other addresses. Single copies are ? for magazine copies and ? 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 ?/year. Single issues are ? plus ? shipping and handling. Send subscription orders to: American Libraries, S&S Computer Services, Inc., 434 W. Downer, Aurora IL 60506. Magazine can be accessed through the ALA web page at <http://www.ala.org/online/index.html>.

AMIA Newsletter is available from the Association of Moving Image Archivists, AMIA Office, 8949 Wilshire Boulevard, Beverly Hills, CA 90211; Tel: 310-550-1300; Fax: 310-550-1363; email: amia@ix.netcom.com.

CCI Notes are available from the Canadian Conservation Institute, Publications Sales, 1030 Innes Road, Ottawa, Canada K1A 0M5. Tel: 613-998-3721. Fax: 613-998-4721. E-mail: cci-icc_publications@pch.gc.ca. A binder with a complete set of notes is available for ?. Single note prices: less than 10 notes, ? each; less than 20 notes, ?.75 each; 20 or more notes, ?.25 each.

Conserv-O-Grams are available by subscription from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Fax: 202/512-2250.
<<http://www.cr.nps.gov/csd/publications/conservoogram/conserv.html>>

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 200, Washington D.C 20006. ?-US orders, ?-Foreign orders. Tel: 202/452-9545; Fax: 202/452-9328. ISSN 0197-1360. 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 60611-2795. Tel: 800-545-2433, ext. 4216; fax: 312-440-0901. <<http://www.ala.org/alcts/lrts/>> Microfilm & Imaging Review is available from KG Saur, Postfach 70 16 20, D-81316 Munich, Germany. Phone: ++49-89-76902-0; Fax: ++49-89-76902-250; email: 100730.1341@compuserve.com

The Paper Conservator is published annually by the Institute of Paper Conservation, Leigh Lodge, Leigh, Worcestershire, SR6 5LB, England. Tel: 0886 832323; Fax: 0886 833688. Back issues available for ? 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 ?/year. Single issues available; call for current price. ISSN 0034-5806

SERIAL PUBLICATIONS

The Abbey Newsletter. 8 issues/year.

Provides timely information on preservation and conservation subjects, including bookbinding, commercial binding, educational programs, publications, supply sources, and news. Essential reading for the full-time preservation specialist. Ellen McCrady, editor; Abbey Publications, Inc., 7105 Geneva Drive, Austin, Texas 78723. (512) 929-3992, Abbeypub@flash.net, <http://palimpsest.stanford.edu/byorg/abbey/>

The Alkaline Paper Advocate. Quarterly.

Provides timely information about developments in the manufacture and distribution of alkaline paper, including updates on alkaline recycled paper. Widely read in the library and papermaking communities. Ellen McCrady, editor; Abbey Publications, 7105 Geneva Drive, Austin, Texas 78723. (512) 929-3992, Abbeypub@flash.net, <http://palimpsest.stanford.edu/byorg/abbey/>

CLIR Issues. Bimonthly.

Includes a section with preservation and access related articles; focus is on digital initiatives. Issues are available online. Council on Library and Information Resources, Commission on Preservation and Access, 1755 Massachusetts Ave., NW, Suite 500, Washington, DC, 20036-2188. (202) 939-4750, info@clir.org, <http://www.clir.org/cpa/cpanews/cpanews.html>

IFLA Journal. Official Journal of the International Federation of Library Associations and Institutions. Monthly. Published by K. G. Saur Verlag GmbH & Co. KG, Ostlerstr. 8, D-813773, Munchen, Federal Republic of Germany. (ISSN 034-0352)

Preservation and Access International Newsletter. Quarterly.

Provides timely reports on cooperative national and international preservation activities. Especially useful for administrators. Back issues still available from Council on Library and Information Resources, Commission on Preservation and Access, 1755 Massachusetts Ave., NW, Suite 500, Washington, DC, 20036-2124. (202) 939-4750, info@clir.org

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, Postfach 701620, D-81316 Munich, Germany. Phone: ++49-89-76902-0, 100730.1341@compuserve.com

WAAC, Western Association for Art Conservation. *Newsletter*. Three times a year. Contains feature articles, and regional news, technical exchange, an event calendar, positions available, and a publication section. WAAC also has a Membership Directory that lists more than 400 manufacturers and suppliers of conservation related materials. WAAC Newsletter, Western Association for Art Conservation, Publication Order c/o Chris Stavroudis, 1272 North Flores Street, Los Angeles, California, 90069. (213) 654-8748, cstavrou@lx.netcom.com, <http://palimpsest.stanford.edu/waac/wn/>

ELECTRONIC RESOURCES

CoOL (Conservation On-line): <http://palimpsest.stanford.edu/>
Essential resource of conservation information. Full text searchable database of conservation information, people in the field and archives of the Conservation Distribution List. Includes full text articles and reports, as well as numerous links to a wide range of resources including conservation-related organizations, library preservation departments, and full text articles. Many of the library preservation departments have mission statements and procedure manuals on-line <http://palimpsest.stanford.edu/byorg/deptpg.html>.

Clearinghouse of Image Databases: www.library.arizona.edu/images/image_projects.html
Also features archives of the Imagelib listserv

Conserve-O-Gram: <http://www.cr.nps.gov/csd/publications/conservoogram/conserv.html>

Council on Library and Information Resources (formerly Commission on Preservation and Access): www.clir.org
Full text version of many of the commission reports.

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 development of digital libraries.

Digital Library Federation: www.clir.org/diglib/dlfhomepage.htm
Group of fifteen research libraries formed to investigate creation, management, and archiving of digital information. Has links to federation members and to many digital projects.

RLG DigiNews: www.rlg.org/preserv/diginews
Digital preservation and access issues.

GENERAL WORKS ON PRESERVATION

Balas, Janet. "Preservation: A Special Concern," *Computers in the Library* (June 1997): 49-51. Examines several online sources of preservation information: The Library of Congress' Preservation Directorate, Conservation Online (CoOL), Cornell University's Department of Preservation and Conservation's web site, and others.

Cloonan, Michele Valerie, ed. "Global Views on Preservation: Special Issue," *Libri* (September 1997): 121-191.

A series of essays exploring the preservation needs and state of preservation activities in Southeast Asia, the Pacific, Eastern Europe and Cuba. Discusses the difficulties caused by differences in priorities, poor storage conditions, and failure to look at the local situation from the point of view of local realities. Includes a look at the National Library of Australia's Pandora Project, which involves capturing and preserving electronic publications.

Council on Library and Information Resources. Annual Report, 1997-1998.

Discusses efforts on improving communications among experts, scholars, managers, and funders; issues surrounding the scanning and conversion of analog materials to digital; and advocacy of cost-effective preservation of print and nonprint sources in their original formats.

Drewes, Jeanne M. and Julie Page, eds. *Promoting Preservation Awareness in Libraries: A Sourcebook for Academic, Public, School, and Special Collections*. Westport, CT: Greenwood Press, 1997. 368 pp.

This reference explains how to create, implement, and evaluate formal and informal preservation education programs in special libraries. It includes over 35 illustrative case studies. The book concludes with useful appendixes on effective graphics for displays, bibliography, and audiovisual lists. Greenwood Press, 88 Post Road West, Westport, CT 06881, 1-800-225-5800.

Hackbart-Dean, Pam. "Comic Relief: The Processing, Preservation, and Cataloging of Editorial Cartoons." *Archival Issues: Journal of Midwest Archives Conference* (1997): 163-176.

The editorial cartoons of the Clifford "Baldy" Baldowski Collection consist of over 2,500 individual drawings spanning four decades. Because of the need to manage this special medium, the staff at the Richard B. Russell Library, University of Georgia, initiated the Editorial Cartoon Description Project (ECDP) for the Baldy cartoons. The plan was to identify, preserve, and catalog at the item-level. Also discussed are the background, planning and implementation, and future developments for this project.

Kyrillidou, Martha, Michael O'Connor, Julia C. Blixrud, eds. *ARL Preservation Statistics 1996-97: A Compilation of Statistics from the Members of the Association of Research Libraries*.

Association of Research Libraries, Washington, DC: 1998.

Includes a summary of Preservation Data Table 1988-89 to 1996-97; three data tables for Personnel (FTE), Expenditures, and Conservation Treatment, Binding, and Preservation Reformatting; and the actual ARL Preservation Statistics Questionnaire and Instructions, 1996-97.

"Preservation Training for Anglophone Africa," *IFLA Journal* (July 1998): 271-272.

Report on a one-week training course held in Durban, South Africa in April 1998. Topics covered include preservation ethics, preservation practice, preservation management, environmental control, and simple, practical repairs. Includes recommendations for future courses.

Varlamoff, Marie Therese. "Annual Report 1996 of the IFLA PAC Programme," *IFLA Journal* (1997): 309-314.

Reports on changes in organization and management, publications, creation of joint IFLA ICA Committee on Preservation in Africa, a resolution on the use of permanent paper, and a round table on the safeguarding of photographs in Latin America.

PRESERVATION PLANNING AND MANAGEMENT

Odgen, Sherelyn, ed. *Preservation Planning: Guidelines for Writing a Long Range Plan*. Washington, D.C.: American Association of Museums, 1997.

Assists in writing a long-range preservation plan for collections care. The focus is on museums, historical societies, libraries, and archives that have had a conservation needs assessment and is ready to generate a long-range plan. Extensive worksheets are provided in both print and electronic format: IBM-compatible disk. American Association of Museums, PO Box 4002, Washington, DC, 20042-4002, (202)-289-9127.

Ogden, Sherelyn. "What is Preservation Planning?," *Collections Care Network newsletter*. Upper Midwest Conservation Association: Minneapolis, MN. Issue 1/1998. Available on website <<http://preserveart.org>>

Museums, historical societies, libraries and archives are responsible not only for collecting, interpreting, and exhibiting significant materials that document history, but also for the long-term preservation, security, and accessibility of these materials. Preservation is an integral part of an institution's mission, and preservation planning should be part of its overall strategic plan. Field Services Department at The Upper Midwest Conservation Association, 2400 Third Avenue South, Minneapolis, MN 55404 Tel. 612/870-3128 Fax. 612/870-3118 e-mail: umca@mtn.org

HOLDINGS MAINTENANCE

Gilderson-Duwe, Caroline. "An Encapsulation Workstation." *The Abbey Newsletter* v.21 #5-6 (1997): 94-96.

From the American Geographic Society Collection at the UW Milwaukee Golda Meir Library comes an innovative yet achievable plan for the construction of an encapsulation workstation. Directions and a list of needed supplies are included, as well as graphics.

Williams, R. Scott; Allison T. Brooks; Stephen L. Williams; and Rebecca L. Hinrichs. *Guide to the Identification of Common Clear Plastic Films*. Society for the Preservation of Natural History Collections Leaflet #3 (Fall 1998).

Describes eight testing methods for a dozen types of film and provides a flow chart to assist in identification of the films based on the tests, a discussion, and a bibliography. Nonmembers of SPNHC may purchase this newsletter for \$2.50 prepaid; contact Lisa Palmer at (202)/786-2426 or write to SPNHC; P.O. Box 797; Washington, D.C. 20044-0797.

ENVIRONMENTAL CONTROL

"Controlling Insect Pests: Alternatives to Pesticides," *Conserve-O-Gram* (August 1998). 3 pp. <http://www.cr.nps.gov/csd/publications/conserveogram>

An overview of techniques that can be used instead of pesticides when a pest infestation is found in collections.

Florian, Mary-Lou. *Heritage Eaters: Insects & Fungi in Heritage Collections*. London: James & James, 1997. 164 pp.

This book enables museum and archives staff to make informed decisions for the identification, prevention, and eradication of fungal and insect problems. It presents information on the interrelationship of the materials of the heritage objects, the environment of the objects, and aspects of the biology of the insects and fungi. Insects discussed include common museum or household pests and some specific to special geographic locations. Fungi discussed are cosmopolitan airborne fungi, which cause surface damage, and those that cause specific internal deterioration of materials such as wood, paper, and textiles. Biodegradable proteinaceous and cellulosic materials of heritage objects are also covered. Environments considered range from complex air-conditioned buildings to simple, temperature-controlled homes. Paper. \$40. Available from Preservation Resource Group, Inc., P.O. Box 1768, Rockville, MD 20849-1768, 301-309-2222, www.PRGinc.com.

"Hazardous Materials in Your Collection," *Conserve-O-Gram* (August 1998).

Article helps assess the risks and hazards associated with objects in one's collection.

Inside IAQ, EPA's Indoor Air Quality Research Update. Washington, DC: Environmental Protection Agency, Office of Research and Development (Fall/ Winter 1998). 16 pp.

Consists of 6 articles including: Evaluation of low-voc latex paints; A compilation of data on emissions from indoor sources; Volatile organic emissions from printed circuit board laminates; Factors influencing indoor air quality, immunity, and health; Modeling emissions from water-based cleaning supplies; and Antimicrobial agents used in HVAC systems. Also, a three-page summary (with contact info) on the eleven papers on EPA's indoor air research. Contact Inside IAQ, Attn: Kelly Leovic; US EPA-MD-54; Research Triangle Park, NC 27711; fax (919)/541-2157 or email: kleovic@engineer.areerl.epa.gov

"Monitoring Insect Pests with Sticky Traps," *Conserve-O-Gram* (August 1998). 3 pp.

<http://www.cr.nps.gov/csd/publications/conserveogram/conserv.html>

Effective insect pest management relies on the early detection of insect pests, hopefully before they become established and cause damage. Detection and monitoring with insect traps are an essential part of an IPM strategy. Article discusses types of insect traps, special attractants, setting out the traps, recording the catch and interpreting the catch.

SOLINET Preservation Services. "The Invasion of the Giant Mold Spore." SOLINET Preservation Leaflet. Atlanta: SOLINET, January 1997.

A revised guide to the prevention and eradication of mold. SOLINET Preservation Services, 1438 W. Peachtree Street, NW, Suite 200, Atlanta, GA 30309-2955 (800-999-8558).

DISASTER PREPAREDNESS AND SECURITY

Allen, Susan M. "Preventing Theft in Academic Libraries and Special Collections," *Library & Archival Security* (1997): 29-43.

This article treats theft as one instance of disaster, which of course it is. The article includes discussion of the difficulty of detection and prevention and encourages some common sense defense measures.

Bowen, Laurel, Arnott, Julie, et al. *Shelter from the Stormy Blast: A Guide to Disaster Recovery Resources for Georgia & the Southeast*. Atlanta, GA: SOLINET (Southeastern Library Network) and ARCHE (Atlanta Regional Consortium for Higher Education), 1998.

This publication was designed to help users evaluate disaster recovery services and products intelligently so that informed choices can be made. It is intended primarily for the use of libraries and archives and was prepared specifically for the use of institutions in Georgia and the Southeast although much of the material has general application and will be of use in institutions throughout the United States. It is intended to provide a link between the general advice offered by disaster planning manuals and the specific actions that must be taken when disaster strikes. Available through SOLINET.

Braaksma, Betty. "Zero Tolerance at the Library? The Work of the Thunder Bay Public Library's Security Task Force," *Library & Archival Security* (1998): 43-49.

Describes the work of a task force charged with designing new practices and policies concerning security measures at the Thunder Bay Public Library (Ontario, Canada).

California State University Flood Recovery. <http://www.colostate.edu/floodrrecovery>.

Offers "Lessons of recovery" from the July 1997 CSU Ft. Collins flood. This provides a good example of the way in which the web can disseminate news bulletins, keep the public and university communities updated about a disaster situation, and be used to request assistance.

Charnetski, J. R. "Avoid Disaster: Use Firewalls for Inter-Intranet Security," *Computers in Libraries* (October 1998): 44-48.

This article describes an organization's need to provide adequate security to protect against unauthorized external users of computer systems and to provide differential security within an organization that limits access to data and programs. Identifies issues that must be considered in any discussion of disaster preparedness or security for libraries and archives.

Fire Protection Handbook, 18th edition. Quincy, MA: National Fire Protection Association, 1997. 2000 pp.

The section most pertinent to libraries and museums is Chapter 16 of Section 9. It contains tables of major U.S. library and museum fires, 1980-1993, showing property damage, injuries, and causes of the fires. Advantages and characteristics of sprinklers are reviewed on pp. 9/98 - 9/100.

Alternatives to Halon 1301 are also discussed. The work includes a long list of references. (To obtain a copy call 800-593-6372). Cost: \$.60

Fox, Lisa L. *Disaster Preparedness Workbook for U.S. Navy Libraries and Archives*. Newport, RI: U.S. Naval War College Library with the support of the Navy Legacy Management Program, [1998].

This loose-leaf workbook was prepared on behalf of the Northeast Document Conservation Center for the U.S. Naval War College. It includes a 3.5" computer floppy disk and bibliographical references. Content is geared toward archive as well as library collections.

Genovese, Robert. Disaster Preparedness Manual / University of Arizona, College of Law Library, Preservation Committee. Buffalo, N.Y.: W.S. Hein, 1998.

This manual prepared by the preservation committee at the University of Arizona includes an extensive bibliography. Also available as a computer file via the Internet at:
<http://info.law.arizona.edu/disaster/DISASTER.htm>

Jones, Virginia A. and Kris Keyes. Emergency Management for Records and Information Programs. Prairie Village, KS: ARMA International, 1997. 114 pp.

Addresses the essential phases of emergency management-prevention, preparedness, response and recovery. Contains sections on basic concepts of emergency management, prevention, risk management and disaster prevention planning, preparing an emergency management plan, and recovery and resumption of operations.

Kahn, Miriam B. Disaster Response and Planning for Libraries. Chicago, IL: American Library Association, 1997.

Kahn's book covers planning and training for disaster preparedness; disaster prevention, response and recovery. Case studies are used to demonstrate the response to disaster at a number of libraries. Publication cost: ?.00

Ling, Ted. Solid, Safe, Secure: Building Archives Repositories in Australia. Sydney, Australia: National Archives of Australia, 1998. 144 pp.

This "how-to" guide provides essential advice on constructing and maintaining archives large and small. Drawing on international research and practice as well as Australian experience, this book covers critical issues such as site selection, writing a design brief, local environmental issues, security, lighting, and specialized storage. Also addresses ongoing repository management, including maintenance, pest control, and disaster planning.

NFPA 909: Protection of Cultural Resources. Quincy, MA: National Fire Protection Association, 1997.

The result of combining and revising three standards by the NFPA's Technical Committee on Cultural Resources to cover libraries, museums and places of worship. The 11-chapter document outlines fire emergency planning, fire prevention, construction and renovation, inspection and testing. ANSI-approved as a national standard. NFPA Publication Sales Division, Battery Park, Quincy, MA 02169. (800-344-3555, fax 508-895-8310, or send email to custserv@nfpa.org)
Publication item number: PY-909-97

Norris, Debra Hess. "Disaster Recovery: Salvaging Photograph Collections," (Philadelphia: Conservation Center for Art and Historic Artifacts), 1998.

This six-page bulletin provides recommendations and practical guidance on the recovery of water-damaged photographic objects. Topics include recovery options, special considerations and salvage priorities, initial steps, recommendations for air drying, recommendations and precautions for freezing, information about smoke and soot damage, and additional sources of information. Single copies may be purchased for \$3.50 (orders of 10 or more copies are \$2.50 each plus shipping and handling) from: CCAHA, 264 South 23rd St., Philadelphia, PA 19103; (215) 545-0613; fax (215) 735-9313; e-mail: ccaha@hslc.org; Web site: www.ccaha.org.

O'Neill, Robert K., ed. *Management of Library and Archival Security: From the Outside Looking In*, Binghamton, NY: Haworth Press, 1998. (Published simultaneously as the *Journal of Library Administration*, V25 n1).

Provides practical suggestions for developing policies and procedures to minimize theft. Also offers advice about dealing with the aftermath of disaster.

Patkus, Beth L. "Collection Security: the Preservation Perspective," *Journal of Library Administration* (1998): 67-89.

Details the commonality of concerns between preservation and security issues. Both are concerned with preserving library collections. This article offers useful insights into the linkages and suggests staff training that will help insure against loss.

Rossol, Monona. "Compliance in Recovery: Regulatory Requirements in the Aftermath of Disaster," *AIC News* (September 1998): 1, 4-7.

A five page checklist to assist museums to prepare in advance for the post-disaster entanglements of local, institutional, and national regulations.

Stack, Michael J. "Library Theft Detection Systems--Future Trends and Present Strategies," *Library and Archival Security* (1998): 25-41.

Reviews and compares major types of currently available electronic theft suppression devices, explains functions and describes current research and development.

Trinka-Randall, Gregor. "Library and Archival Security: Policies and Procedures to Protect Holdings from Theft and Damage," *Journal of Library Administration* (1998): 91-112.

This article covers the need to evaluate specific security needs, discusses ownership marking and emphasizes the importance of written policies and procedures regarding patron behavior.

Trinkley, Michael. *Hurricane! Surviving the Big One: A Primer for Libraries, Museums and Archives*. Columbia, SC: Chicora Foundation, 1998.

Updated from 1993, provides information on how to survive a hurricane through appropriate planning. Topics include building design that resists the effects of hurricanes; retrofitting existing structures to improve survivability; the supplies your institution will need; and actions to take prior to, during and after the storm. Information is provided on recovery techniques, and rebuilding after the storm. SOLINET Preservation Program, 1438 West Peachtree St., Suite 200, Atlanta, GA 30309-2955 (800-999-8558).

Walsh, Betty. "Salvage Operations for Water Damaged Archival Collections: A Second Glance." *WAAC Newsletter* 12 (May 1997): 12-23.

The salvage section is from the disaster plan from the British Columbia Information Management Services. An excellent example of guidelines for packing, differentiates between minor and major disasters, and includes salvage procedures for a wide variety of formats. Issue features a 17"x 22" foldout summary chart of salvage guidelines printed on a waterproof and stain resistant synthetic paper.

REFORMATTING AND IMAGING

Crawford, Walt. "Paper Persists: Why Physical Library Collections Still Matter." Online (1998): 42-44, 46-48. (at <http://www.onlineinc.com/onlinemag/OL1998/crawford1.html>)

A "lifetime technologist" explains why, contrary to popular belief, there will be no all-digital library in the near future. The paper book is far from dead; current technology cannot match the comfort, ease, and economics of the paper. Rather, paper and technology will unite to increase access, quality, durability, and otherwise fight the forces of evil.

Hayman, Lynne M. "Database Design for Preservation Project Management: The California Newspaper Project," *Library Resources & Technical Services* (July 1997): 236-253.M

In this article, database design for preservation project management is addressed. The system described manages a serials preservation project in which issues from multiple repositories are gathered for preservation microfilming. Management information, added to bibliographic and holdings records, supports the production of tracking preservation activity.

To Scan or Not to Scan: What are the Questions? Proceedings of a SOLINET Conference on Digitizing Projects for Libraries and Archives, May 2, 1996. Atlanta, GA: SOLINET, 1997. 64 pp. Through presentations and break out session reports, issues related to retrospective scanning are examined, with attention to both success stories and potential pitfalls.

DIGITIZATION

Bellinger, Meg, P. Bryan Heidorn and Beth Sandore, eds. "Digital Imaging: Issues for Preservation and Access," *Digital Image Access & Retrieval* (1997): 157-163.

This is a brief, but useful article. It outlines some of the issues that must be considered before adopting digital imaging as a preservation method. Special attention is paid to the issue of quality.

Coleman, James and Don Willis. *SGML as a Framework for Digital Preservation and Access*. Washington, DC: Commission on Preservation and Access, July 1997.

A technical look at the application of Standard Generalized Markup Language (SGML) in creating, maintaining, and providing access to digital collections. Council on Library and Information Resources, 1755 Massachusetts Ave., NW, Suite 500, Washington, DC 20036-2188, (202) 939-4750. Cost: ?.00

Gonzales, Pedro. *Computerization of the Archivo General de Indias: Strategies and Results*. Washington, DC: Council on Library and Information Resources, September 1998.

An 11 year and counting project consisting of 11 million pages of archival documents that was initiated to celebrate Spain's 500th anniversary of the discovery of America. The project is also unique in its focus -- to preserve the frequently used documents by reducing the exposure and handling of the originals. Cost: ?.00

Hazen, Dan; Jeffrey Horrell; and Jan Merrill-Oldham. *Selecting Research Collections for Digitization*. Washington, DC: Council on Library and Information Resources, August 1998.

This CLIR report is a good resource for institutions planning digital conversion, encompassing a number of important issues such as selection criteria, preservation concerns, and standards. (? ISBN 1-887334-60-2)

Kenney, Anne R. *Digital to Microform Conversion: A Demonstration Project, 1994-1996*. Ithaca, NY: Cornell University Library, Department of Preservation and Conservation, 1997. Report to NEH about Cornell's demonstration project to produce computer output microfilm that meets preservation standards from high-resolution bitonal digital images. Cornell University Library, Department of Preservation and Conservation. 214 Olin Library, Ithaca, NY 14853, and (607) 255-9440, Available online: www.library.cornell.edu/preservation/com/comfin.html

Kenney, Anne R., and Paul Conway. "From Analog to Digital: Extending the Preservation Tool Kit," *Collections Management* 22:3/4 (1998): 65-79.

A good article examining what sorts of issues are involved for an institution desiring to begin a digital-imaging project, including advantages and disadvantages of such a project.

Kenney, Anne R., and Oya Y. Rieger. *Using Kodak Photo CD Technology for Preservation and Access: A Guide for Librarians, Archivists, and Curators*. Ithaca, New York: Department of Preservation and Conservation, Cornell University, 1998.

The authors provide needed technical information for Kodak Photo CD technology that digital librarians and archivists can use in making technology decisions. For anyone considering using Kodak Photo CDs as preservation formats this report is worthwhile. Available online at: www.library.cornell.edu/preservation/kodak/cover.htm.

Lesk, Michael. *Practical Digital Libraries: Books, Bytes & Bucks*. San Francisco, CA: Morgan Kaufmann Publishers, 1997.

A useful, if rather basic reference source for a number of issues relating to the establishment of digital libraries. It includes a chapter on preservation issues. Cost: \$.95.

Ostrow, Stephen E. *Digitizing Historical Pictorial Collections for the Internet*. Washington, DC: Council on Library and Information Resources, February 1998. 36 pp.

A guide for Libraries and Archives in the first steps of initiating a digitization program. Includes criteria for selection, a discussion on associated issues evoked by an Internet access digitization process (fair use, reproduction rights, etc), and the implications of such a project in terms of preservation. Cost: \$.00

Smith, Steve. "Sources for Digital Imaging Projects." *The Abbey Newsletter* v 22 #2 (1998): 22-23. Explores sources of grants for digital imaging. Gives contact information for the National Endowment for the Humanities Division of Preservation and Access, the Telecommunications and Information Infrastructure Assistance Program (TIIAP), the National Science Foundation, the Institute of Museum and Library Services, the Library of Congress /Ameritech National Digital Library Competition, and the Andrew Mellon Foundation.

Society of American Archivists Statement on the Preservation of Digitized Reproductions. June 1997. <http://www.archivists.org/governance/resolutions/digitize.html>

Approved by SAA Council in 1997. This statement makes recommendations on the best practices for the preservation and selection of digitized reproductions.

Stewart, Eleanor, "Why Library Preservation Should Plan for a Digital Future." *The Abbey Newsletter* v 22 #3 (1998): 33, 36-38.

According to the author, there are two poor reasons for libraries to undertake digitization: the false hope of storage space and just because everyone else is doing it. Rather, Stewart maintains that better reasons include the fact that electronic access to research materials is the wave of the future, that digitization can (when performed correctly) go hand in hand with preservation, and that digitization allows libraries to create new and exciting ways to view and explore their collections.

Watson, Andrea and P. Toby Graham. "CSS Alabama Digital Collection: A Special Collections Digitization Project." *The American Archivist* (Spring 1998): 124-134.

An interesting study of the efforts of the Hoole Special Collections Library at the University of Alabama to create a website promoting both preservation and access. Their website about the Confederate raider ship, the CSS Alabama, contains three principal parts: an image gallery, a document page, and a "virtual journey" image map. The article also explores the problems encountered when the Library attempted to use OCR (optimal character recognition) software on the 19th century texts to create full text digital file.

Weber, Hartmut and Marianne Drr. *Digitization as a Method of Preservation?* Washington, DC: Council on Library and Information Resources, October 1997.

Acknowledging that the digital medium is unstable, and therefore risky as a preservation medium, the report investigates how digitizing and microfilming can be combined to achieve both optimal access and maximum preservation. Cost: .00

PAPER, PARCHMENT AND BOUND RECORDS

"LC Signs Deacidification Contract with Preservation Technologies." *The Abbey Newsletter* v. 21 #7 (1997): 97-98.

The article details the four-year contract awarded to Preservation Technologies by the Library of Congress. Utilizing the patented Bookkeeper process, a two hour deacidification procedure which relies upon magnesium oxide particles to neutralize acids found in paper, the Library of Congress is expected to spend 2.3 million dollars on the treatment of 250,000 books at a cost of 2.00 per book.

Luoma, Jon. R. "The Magic of Paper," *National Geographic* (March 1997): 88 - 109.

An article which gives quick highlights of paper history; a very basic explanation of paper chemistry; a note on conservation; and brief information on the environmental impact associated with paper production.

McCrary, Ellen, ed. *North American Permanent Papers*, 3rd ed. Austin, TX: Abbey Publications, June 1998. 60 pp.

This edition includes for the first time a section in which manufacturers were invited to describe briefly each of their archival products that had special characteristics not referred to in the ANSI/NISO standard for paper permanence. The products are of seven types: archival board, watermarked copy paper for dissertations, paper or board for safe storage of photographs (i.e., that

pass the Photographic Activity Test), dark or bright-colored permanent paper or board, handmade and artists' papers, buffered groundwood for journals and magazines, and types of archival paper or board the company can make on request. Selected chapters from this publications, as well as back issues of the Abbey Newsletter may be found online at <http://palimpsest.stanford.edu/byorg/abbey/>.

"New Ways of Making Paper May Change Permanence Testing." The Abbey Newsletter v.22 #1 (1998): 3.

Discusses the problem of inhomogeneous or multi-layer paper - these new techniques may allow acidic materials into the paper, but testing will yield false positive results. It will test alkaline even if the true result is acidic.

PHOTOGRAPHS

Adelstein, P. Z., J.-L. Bigourdan, and J. M. Reilly. "Moisture Relationships of Photographic Film," Journal of the American Institute for Conservation (Fall 1997).

The moisture content of photographic film is a critical feature that influences physical properties, mold growth, and chemical stability. It is characterized by the moisture equilibrium curve, which is a plot of the moisture content as a function of the relative humidity. The effect of temperature on the moisture equilibrium curve is the main thrust of this article, which discusses the practical implications of these data for accelerated incubation studies. The temperature effect on the rates of moisture conditioning on film in several practical storage configurations and enclosures is presented. Finally, data are given on the moisture protection afforded by different enclosures, leading to recommendations on the cold storage of photographic film.

Bigourdan, Jean-Louis, Peter Z. Adelstein, and James M. Reilly. "Effect of paper on Alkaline Reserve on the Chemical Stability of Acetate Base Sheet Film," Topics in Photographic Preservation (1997): 43-54.

The authors suggest that, rather than utilize paper for sheet film (neither buffered nor non-buffered), environmental control is key. Temperature and humidity control is of paramount importance. Also, acetate film collections must be segregated, especially in the case of degrading objects.

"Caring for Photographs: Special Formats," Conserve-O-Gram (June 1997). 4pp.

Guidelines for caring for the most common of these special formats such as cased images, glass plates, card-mounted images, and over or undersized images.

"Caring for Photographs: Special Monochrome Process," Conserve-O-Gram (April 1998).

Monochrome photographic processes, such as tintypes, albumen prints, or platinum prints, have special storage and handling requirements. Article also discusses how to identify this process.

Derby, Deborah. Caring For Your Photographs, Washington, DC: American Institute for Conservation, 1997. <http://aic.stanford.edu/treasure/photos.html>

The prevalence of photographs allows us to forget that they are potentially fragile objects easily damaged by careless handling, improper storage, and exposure to environmental influences such as light, humidity, and temperature. Things to consider in caring for photographs include: storage

enclosures, environment, displaying of photographs, disaster preparedness, housekeeping guidelines, and handling procedures.

Reilly, James. *Storage Guide for Color Photographic Materials: Caring for Color Slides, Prints, Negatives, and Movie Films*. Albany, NY: University of the State of New York, 1998. 48 pp. Provides an overview on the history of color stability, the technology of color photography, and an explanation of the causes of fading in dark storage. Also provides practical aspects of cool and cold storage considerations. Includes an informative text and a laid-in cardboard wheel which distills new research on contemporary color materials compiled from 1993 to 1996, most of it previously unpublished, and provides practical recommendations for collections managers. Available for ? (checks payable to "The University of the State of New York") from the New York State Library, 10C47 Cultural Education Center, Albany, NY 12230; (518) 486-5354. Order forms may be found at www.nysl.nysed.gov/libdev/storage.htm.

MOVING IMAGES AND SOUND RECORDINGS

Brothers, Peter. "Moldy Audiotape." *Abbey Newsletter* v 21 #7 (1997): 106. Moldy magnetic tape can pose a serious problem, both to the audiotape and to the personnel handling the tapes. Peters describes a method to test if the mold colonies are active or dormant, following up with advice to have the tape professionally cleaned if the mold is indeed active.

Dale, Robin, Janet Gertz, Richard Peek and Mark Roosa. *Audio Preservation: A Selective Annotated Bibliography and Brief Summary of Current Practices*. Chicago, IL: American Library Association, 1998. 46 pp.

"The ALA Audio Preservation Task Force was charged in 1995 with producing a short, selective bibliography of works covering the preservation of sound recordings of all types from cylinders through digital, although the emphasis is on analog formats. The intended audience is librarians and archivists who are not specialists in caring for sound recordings but whose collections contain audio materials that should be preserved." ISBN 0-8389-7959-9. ?00 from ALA Order Dept., 155 N. Wacker Dr., Chicago, IL 60606 (800/545-2433, press 7; fax 312/836-9958).

Davidson, Steven and Gregory Lukow, eds. *The Administration of Television Newsfilm and Videotape Collections: A Curatorial Manual*. Los Angeles: American Film Institute, 1997. 246 pp. The first publication of its kind that provides detailed information and more than 200 illustrative photographs covering all aspects of TV news archival practice. Also contains general information on the preservation, storage, cataloging, and use of film and videotape materials that will be of interest to archivists responsible for other kinds of collections as well.

Lindner, Jim. "The Loss of Early Video Recordings: The Nixon-Khrushchev 'Kitchen Debate.'" *The Abbey Newsletter* v. 21 #7 (1997): 104-105.

A study of the mysterious disappearance of the original "Kitchen Debate" tape, which was recorded on Quadraplex or Quad. Quad tape was used to record broadcast television in from 1956 to 1979, but now it is antiquated and very difficult to find a machine that will even play back the recordings.

Norris, Debbie Hess. *Caring For Your Home Videotape*. Washington, DC: American Institute for Conservation, 1997. <http://aic.stanford.edu/treasure/video.html>

Since the late 1950s, video has served as a powerful medium of artistic expression and visual documentation, capturing and portraying events that shape our lives and our perception of the world. Today, video camcorders are used frequently to document momentous events in the life of a family. Contains information on the composition, storage, handling, restoration, recording practices and disaster preparedness for videotapes.

Paton, Christopher Ann. "Appraisal of Sound Recordings for Textual Archivists." *Archival Issues: Journal of the Midwest Archives Conference* (1997): 117-132.

An article for archivists who are unfamiliar with audio materials but acquainted with traditional, manuscript, and text-oriented appraisal methodologies - these same techniques apply to audio recordings as well. Included are tips for not only appraising but also accepting audio materials, as well as a helpful audio appraisal checklist.

Paton, Christopher Ann. "Preservation of Re-Recording of Audio Recordings in Archives: Problems, Priorities, Technologies, and Recommendations." *The American Archivist* (Spring 1998): 188-219.

Describes the expensive and time-consuming task of audio preservation. To assist in the examination and identification of the audio media, included are complete descriptions of many types of media, as well as a thorough discussion of the highly debated topic of "preservation re-recording," recommendations for transfer technology options, and final considerations such as cost, estimated time, staff support, and space.

Stauderman, Sarah. "Choosing a Videotape Preservation Format: Some Rules to Live By." *The Abbey Newsletter* v 22 #6 (1998): 84.

Discusses how to optimize the preservation of materials on videotape, offering several guidelines and helpful hints on subjects such as cleaning and choosing a format, a brand, length, and type.

ELECTRONIC RECORDS

Association of Research Libraries. *Preservation of Digital Information: ARL Proceedings of the 131st Annual Meeting, Washington D.C., October 15-17, 1997*. Washington, D.C.: ARL, 1997. Contains a number of interesting and relevant sessions and speakers on various aspects of preserving digital information. Included are reports from Cornell, USDA, and CLIR, among others. Available from the Association of Research Libraries Distribution Center, P.O. Box 531, Annapolis Junction, MD 20701-0531. Phone: 301-362-8196. Fax: 301-206-9789. Email: pubs@arl.org. Cost: (single-issue) ? ARL members, ? nonmembers.

Bantin, Philip C. "Developing a Strategy for Managing Electronic Records-The Findings of the Indiana University Electronic Records Project," *American Archivist* (Fall 1998): 328-364. Reviews the findings of the 1995-1997 Indiana University electronic records project, which was established to test the University of Pittsburgh's 'Functional Requirements for Evidence in Recordkeeping'.

Hedstrom, Margaret, and Sheon Montgomery. *Digital Preservation Needs and Requirements in RLG Member Institutions*. Mountain View, CA: Research Libraries Group, December 1998. 37 pp.

A recent study, commissioned by RLG for the purpose of assessing where guidance, training, storage and digital preservation services are required among RLG members. The study is very useful in that it provides institutions with a sense of sister institutions' attempts to deal with the problems of digital preservation, and provides an idea of the institutional state of digital preservation today. Available online at: www.rlg.org/preserv/digpres.html.

Hyry, Tom and Rachel Onuf. "The Personality of Electronic Records: The Impact of New Information Technology on Personal Papers," *Archival Issues: Journal of the Midwest Archives Conference* (1997): 37-44.

The authors maintain that new communications media - such as electronic mail and web pages - offer increased opportunity to document the personal lives of individuals. There are complications, however: societal implications and problems with archival retention of personal electronic records through an ever-changing medium.

Into the Future: On the Preservation of Knowledge in the Electronic Age. American Film Foundation and Sanders & Mock Productions, in association with the Commission on Preservation and Access and American Council of Learned Societies, 1997.

This color video, available in 30-minute and 60-minute versions, explores the crisis of preservation in the digital age and questions whether digital information will be accessible and readable in the future. Emphasizes the importance of migrating data to new formats and employing proactive preservation strategies. In the 60-minute version, examples are provided of digital technology being employed by libraries to create solutions to preservation problems through scanning for access. Comes with brochure and discussion topics. (\$.95 for the 60-minute version, \$.95 for the 30-minute, American Film Foundation, PO Box 2000, Santa Monica, CA 90406, (310)-459-2116)

ICA Committee on Electronic Records. *Guide for Managing Electronic Records From An Archival Perspective*, ICA Studies #8. Paris, France: ICA, February 1997. 37pp.

A guide designed by ICA for archival institutions to help them address the management of electronic records. It explores trends and developments in methods of electronic recordkeeping, key concepts, and strategies and methods for dealing with electronic records. Available online at: data1.archives.ca/ica/cer/guide_asc.txt.

Kelly, Kristine L., Kowlowitz, Alan, Pardo, Theresa A., and Green, Darryl E. *Models For Action: Practical Approaches to Electronic Records Management & Preservation*. Center for Technology in Government, SUNY at Albany, NY, July 1998. 60 pp.

The report of a NHPRC-sponsored project conducted jointly by SUNY's Center for Technology in Government and the New York State Archives and Records Administration. The project was designed to try and develop a practical way to incorporate electronic records requirements into the design of new information systems, with the emphasis on practical tools. One of the project's results was the *Functional Requirements to Ensure the Creation, Maintenance, and Preservation of Electronic Records*, included here. Available online at www.ctg.albany.edu/resources/pdfrwp/mfa.pdf.

Kranch, Douglas A. "Beyond Migration: Preserving Electronic Documents with Digital Tablets." *Information Technology and Libraries* (September 1998): 138-148.

Examines the prospect of digital tablets as a possible permanent strategy for preserving electronic records and as an alternative to migration strategy. Interesting indictments of migration as a preservation measure.

Lyman, Peter and Brewster Kahle. "Archiving Digital Cultural Artifacts: Organizing an Agenda for Action." D-Lib Magazine, July-August 1998. (Online publication.)

Lyman and Kahle use the World Wide Web as an example of a 'digital artifact' that deserves preservation and presents implications for future digital archiving. Available online at www.dlib.org/dlib/july98/07lyman.html.

Saffady, William. *Managing Electronic Records*. Prairie Village, KS: ARMA International, 1998. 196 pp.

Saffady's book is a readable and useful introduction to the basics of electronic records management. Although it does not deal specifically with preservation issues in any large sense, it is still a practical resource for all archivists and records managers. Available from Ashley Smith, ARMA International, 4200 Somerset Dr., #215, Prairie Village, KS, 66208. Phone: 913-341-3808, Or 888-298-9202. Fax: 913-341-3742. Email: ashleys@arma.org. Cost: ?00.