

Valdosta State University
Master of Library and Information Science Program
MLIS-7730 Preservation Management for Archives and Libraries
Fall 2017

Syllabus
Three Credit Hours

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Office hours: By appointment, online or via telephone.

Course Description:

This course introduces the student to the fundamental principles of preservation in library and/or archival contexts, from planning and advocacy for preservation efforts, to facilities management and care for various formats. The course introduces the student to preservation program planning and management, and explores the nature of library, archival and special collections materials including print, digital and audiovisual media and the threats to their long-term viability. In addition, students will learn about selecting for preservation, disaster planning, environmental conditions and security, the nature of digital collections and digital preservation, disaster planning, and the role of leadership and training in a successful preservation program.

Course Prerequisite or Co-requisite: MLIS 7000 or consent of instructor.

MLIS Program Objectives (PO)

Graduates of the MLIS Program will:

- PO 1.** Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information.
- PO 2.** Use existing and emerging technologies to meet needs in libraries and information centers.
- PO 3.** Integrate relevant research to enhance their work in libraries and information centers.
- PO 4.** Demonstrate professionalism as librarians or information specialists.

Preservation Student Learning Outcomes (SLO):

Upon completion of this course, the student will be able to:

- SLO1.** Explain the issues underlying the preservation of analog and digital objects (PO 2, PO 3)
- SLO2.** Apply condition and environmental surveys (PO 2)

SLO3. Draft a preservation plan (PO 1, PO 2)

SLO4. Define the key terminology in library and archives preservation (PO 1, PO 4)

SLO5. Explain the handling of fragile material and collections (PO2, PO 3)

SLO6. Interpret key library and archives preservation professional literature (PO3, PO 4)

Textbook: There are no required textbooks for this class.

- Readings will be posted on the BlazeView site.

Online Resource Materials:

- Other online resource materials will be assigned as needed.

Assignments: (50 points)

The following list is an overview of the assignments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date. As a general rule, assignments are due before midnight (11:59 p.m.) on Saturday. The professor reserves the right to modify, add, or remove assignments as conditions warrant.

Assignment 01: Collection Self-Assessment

Use the Preservation Self-Assessment Survey tool to assess the level of preservation activity in your chosen library or archives. This will establish a benchmark of where your library is now. You will use the results of the survey to write a short essay evaluating the condition of the collection and the items that need to be addressed in a preservation plan.

Value: 15 points. **DUE SATURDAY 9/2.**

Assignment 02: Disaster Plan

Create a disaster response plan that addresses three general areas: risk identification through a facilities and risk audit; preventive action and readiness to lessen disaster impact; and disaster and salvage response to speedily rescues and recover damaged materials.

Value: 15 points. **DUE SATURDAY 10/14.**

Assignment 03: Preservation Plan

Develop a preservation plan for your library or archives, based on the results from the Collection Self-Assessment and a plan template.

Value: 20 points. **DUE SATURDAY 12/3.**

Graded Discussions:

There will be THREE graded discussions (GD), each worth 5 points. You will be required to post an initial substantive response to the discussion topic (worth 3 points), and then post focused and amplifying commentaries to two of your classmates' substantive responses to the discussion topic (each worth 1 point).

Value: 15 points (5 points each x 3)

Research Paper and Abstract:

Develop an abstract and write a research paper (8-10 pages) on one of the following topics:

- a. Is preservation still a primary objective of academic libraries? Why or why not? If not, should it be? Provide a convincing argument, backed by substantive evidence in the form of scholarly literature and/or data.
- b. Preservation programs require an ongoing commitment of resources, including supplies, staff time, and expertise. In some cases, the work of professional paper conservators or binding experts may be required. Write a paper outlining an advocacy strategy for a typical institution of your choice based on case studies and scholarly writings. The strategy may be directed towards external or internal resource allocators.
- c. One of the biggest challenges in preserving born-digital collections is appraisal and selection for preservation; confronted with an overwhelming volume of objects with ever increasing file sizes, archivists have had to concern themselves with deletion of unwanted files as much as with preserving desired objects. Investigate the current state of appraising and selecting born digital collections.
- d. Preservation topic of your choice (with instructor approval).

Value: 30 points. **ABSTRACT DUE SATURDAY 9/23; PAPER DUE SATURDAY 11/11.**

Participation:

Students are given credit for completing the weekly tasks as outlined in the weekly learning modules.

Value: 5 points.

Graded Deliverables:

Item	Points	Due Date
A01: Collection Assessment	15	SAT 9/2
A02: Disaster Plan	15	SAT 10/14
Research Paper (paper and abstract)	30	SAT 9/23 Abstract SAT 11/11 Paper

A03: Preservation Plan	20	SAT 12/3
Graded Discussions (3)	15 total (5 pts each)	As assigned
Participation	5	As assigned

Grading Scale

The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

- A = 90-100 % = exceptional work, exceeds expected graduate level work
- B = 80-89 % = consistently good work, meets expected graduate level work
- C = 70-79 % = consistently poor work, fails to meet expected graduate level work
- D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work
- F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

Standards for core courses:

- **No grade below a C will be credited toward a VSU graduate degree.** To be **eligible** to receive an A in this course a student must complete every assignment.

Withdrawal: You may drop the course without academic penalty on or before the official withdrawal date. As discussed on pages 30-31 of the VSU graduate catalog, "Students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of Dean of Students."

Attendance:

This is a Web-delivered course, with no required face-to-face meetings. Students do best to complete each weekly module on or around the dates in the course schedule in order to not fall behind and be prepared to participate in class discussions and activities. I am open to holding some synchronous sessions depending on students' preferences. If so, attendance for these sessions will be optional.

Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, Microsoft Word 2010 is the required format. If you are using a lower version of Word or some other word processor, you are responsible for converting your documents to Microsoft Word 2010 compatible format (.doc or .docx). **Work submitted in non-compatible formats will not be accepted and will not be graded.** You can obtain a copy of Microsoft Office 2010 at a reduced student price through the IT Home Use Software program (http://www.microsoftstore.com/store/msusa/en_US/edu). Both Windows and Mac versions are available.

Writing Mechanics and Tips:

Please use the underscore “_” instead of a space “ ” in your file names. Spaces in a file name translate as %20 code and a penalty will be applied. When reading instructions for your assignments, notice whether the instructions say to paste your response into a message box or to use a file attachment. Also notice whether the instructions say to choose *Reply* or *Create a New Message*. When the directions say to paste into a BlazeView message box, compose your response in your word processor first. This will help avoid the agony of being “timed out” and losing your work. Grammar, punctuation, and spelling count. Use spell check. The Publication Manual of the American Psychological Association, 6th Edition, (APA manual) is the required style manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing.

Communication:

For questions regarding the course, please communicate with me through the BlazeView site for this course. If your question is personal, please use the BlazeView course mail feature. If you have a general question that may be of interest to your classmates, please post it to the “Questions” topic on the discussion boards.

Academic Honesty:

An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification. Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification. Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. The ***Guide to Ethical Conduct*** is a booklet created for VSU MLIS students: please refer to <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/GuidetoEthicalConductWebversion.pdf>. It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/documents/student-handbook.pdf#page=71>.

It is **your responsibility** to make sure you understand how to avoid breaches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary. Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course

requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

Turnitin

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to Turnitin, a tool within BlazeVIEW. For more information on the use of Turnitin at VSU see Turnitin for Students at <http://www.valdosta.edu/academics/academic-affairs/turnitin-for-students.php>.

Distance Learning Support:

An online guide for distance education students is on the Odum Library Web site at <https://www.valdosta.edu/academics/library/services/distance-education.php>.

Accommodations Statement:

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities. Their website is at <https://www.valdosta.edu/student/disability/welcome.php>.

Compliance Statement:

Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. **It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester.**

General Course Outline and Schedule:

Week	Date	Unit	Module	Deadlines
1	8/14	1	1 – 1 Introduction; Preservation in Context	
2	8/21	2 Preservation Planning and Management	2 – 1 PP&M: Collection Assessment	
3	8/28		2 – 2 PP&M: Planning	SAT 9/2: A01 Collection Assessment DUE
	9/4	LABOR DAY HOLIDAY		
4	9/5		2 – 3 PP&M: Selecting for Preservation	SAT 9/9: Research paper topic DUE
5	9/11	3 Facilities Planning	3 – 1 Facilities – Disaster Planning	
6	9/18		3 – 2 Facilities - Disaster Recovery	
7	9/25	4 Preservation Strategies	4 – 1 Preservation Strategies for Libraries (Binding, Care and Handling)	SAT 9/23: Research paper abstract DUE
8	10/2		4 – 2 Preservation Strategies for Archives & Special Collections - Print	
	10/9-10	FALL BREAK		
9	10/11		4 – 3 Preservation Strategies for Archives & Special Collections - Non-Print	SAT 10/14: A02 Disaster Plan DUE
10	10/16		4 – 4 Environmental Conditions and Security	
11	10/23	5 Digital Collections and Preservation	5 – 1 Digital Preservation – Digitization	
12	10/30		5 – 2 Born-Digital Collections	
13	11/6		5 – 3 Digital Preservation	SAT 11/11: Research paper DUE
14	11/13		5 – 4 Personal Information Management	
15	11/20	6 Leading Preservation Management Programs	6 – 1 Training & Education	
	11/22-24	THANKSGIVING		
16	11/27		6 – 2 Preservation & Advocacy	SAT 12/3: A03 Preservation Plan DUE
17	12/4	7	7 – 1 Class Wrap Up	