

Valdosta State University
Master of Library and Information Science Program
MLIS-7730 Preservation Management
Fall 2019 (3 credit hours)

Syllabus

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Office hours: By appointment for online chat, or via telephone (I am employed at Kennesaw State University and have an office there).

Course Description:

This course introduces the student to preservation management within a variety of contexts, including universities, libraries (academic and public), museums, historical societies and archival and special collection repositories. The goal of preservation management is to ensure the enduring viability of collections, regardless of their nature and format. This course, therefore, will consider the preservation needs of collection materials most likely found in each of these environments and the role preservation plays in the overall institutional mission. Students will gain a broad knowledge of the varied aspects of a preservation management program, including assessment, selection, disaster planning and recovery, preservation strategies, digital preservation, and preservation advocacy and outreach.

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 text books for this class.

- Readings will be posted on the BlazeView site.

Online Resource Materials:

- Other online resource materials will be assigned and made available as needed.

Withdrawal Deadline: Please note that **October 17** is the last day to withdraw from the course without academic penalty.

Assignments:

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 the indicated day.

Assignment 01: 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: 20 points. DUE MONDAY 9/30 BY MIDNIGHT.

Assignment 02: Preservation Plan

Develop a preservation plan for your library or archives using the information gathered in Assignment 01: Disaster Plan, to prepare for natural and man-made threats most likely to occur in your region and can be mitigated as part of the plan.

Value: 20 points. DUE MONDAY 11/25 BY MIDNIGHT.

Research Paper:

Write a research paper (8-10 pages) on one of the following topics:

- a. THE ROLE OF PRESERVATION IN TODAY'S LIBRARIES. Is preservation still a primary concern in today's 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 ADVOCACY. Preservation programs require an ongoing commitment of resources, including supplies, staff time, and expertise. Write a paper outlining an advocacy strategy for a typical institution of your choice based on case studies and scholarly writings.
- c. DIGITIZATION AS A PRESERVATION STRATEGY. Using case studies and scholarly writings, assess the benefits and drawbacks of adopting digitization as a preservation strategy. Include in your analysis a consideration of the preservation requirements of digital files.
- d. PRESERVATION TOPIC OF YOUR CHOICE (with instructor approval).

Value: 30 points. ABSTRACT DUE MONDAY 10/14; PAPER DUE MONDAY 10/28 BY MIDNIGHT.

Graded Discussions: (20 points total)

There will four 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: Total of 20 points (5 points each). DUE AS ASSIGNED.

Participation:

In order to get the maximum benefit from this course, students are expected to complete ALL course content by working through all assigned weekly tasks, and clicking through all modules, units, and course materials (as indicated by Blazeview). In addition, students are expected to participate in all discussion board activities, whether specifically graded or not.

Value: 10 points.

Graded Deliverables:

Item	Points	Due Date
A01: Disaster Plan	20	MON 9/30 by midnight
A02: Preservation Plan	20	MON 11/25 by midnight
Research Paper	30	MON 10/14 Abstract MON 10/28 Paper
Graded Discussions (4)	20 (5 pts each)	As assigned
Participation	10	Weekly

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. There may be occasional Blackboard sessions that are optional. These will be recorded and made available for students.

Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. **Work submitted in non-compatible formats will not be accepted and will not be graded.**

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. 0, and spelling count. Use spell check. The Publication Manual of the American Psychological Association (APA) 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:

<https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/guide-to-ethical-conduct.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:

<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-code-of-conduct/appendix-a-academic-integrity/academic-integrity.php>

It is **your responsibility** to make sure you understand how to avoid breeches 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.

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 here:

<https://www.valdosta.edu/student/disability/>

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	Due Dates
1	8/19	1	1-1 Introduction; Preservation in Context	
2	8/26	2 Preservation Planning and Management	2-1 PP&M - Collection Assessment	
	9/2	LABOR DAY HOLIDAY		
3	9/3		2-2 PP&M - Planning	
4	9/9		2-3 PP&M - Selection for Preservation	
5	9/16	3 Facilities Planning	3-1 Facilities – Disaster Planning	MON 9/16: Research Paper Topic DUE
6	9/23		3-2 Facilities – Disaster Recovery	
7	9/30	4 Preservation Strategies	4-1 Preservation Strategies for Libraries (Binding; Care and handling)	MON 9/30: Disaster Plan DUE
	10/7-8	FALL BREAK		
8	10/9		4-2 Preservation Strategies for Archives & Special Collections (Print Materials)	
9	10/14		4-3 Preservation Strategies for Archives & Special Collections (Non-Print Materials)	MON 10/14: Research Paper Abstract DUE
11	10/21		4-4 Environmental Conditions and Security	
12	10/28	5 Digital Collections	5-1 Digital Preservation – Digitization	MON 10/28: Research Paper DUE
13	11/4		5-2 Born-Digital Collections	
14	11/11		5-3 Digital Preservation	
15	11/18	6 Advocating for Preservation	6-1 Internal Advocacy	
16	11/25		6-2 Preservation Outreach	TUES 11/26: Preservation Plan DUE

	11/27-29	THANKSGIVING BREAK		
17	12/2		7-1 Class Wrap Up	