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## Saving the Past to Enrich the Future: A Plan for Preserving Information Resources in Kansas

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# Constitution of the State of Kansas;

Adopted at Wyandot July 29<sup>th</sup> 1859.

## Saving the Past to Enrich the Future



## A Plan for Preserving Information Resources in Kansas

*Front and rear covers: The Kansas Constitution, one of many documents in the State Archives in need of attention by a skilled paper conservator.*

*Front cover photo insert: A portion of the mural entitled "The Tragic Prelude," which was painted in the Kansas capitol by John Steuart Curry in 1940. The central figure is John Brown, the most famous opponent of slavery in Kansas during the turbulent territorial period. It has been alleged that the fury in his expression was caused by concern about the deteriorating condition of the book in his hand. But preservationists have been unable to prove this assertion.*

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# **Saving the Past to Enrich the Future**

## **A Plan for Preserving Information Resources in Kansas**

**Report of the Kansas Library Network Board's  
Preservation Committee to  
the citizens of Kansas**

**Published with support from the  
National Endowment for the Humanities,  
Division of Preservation and Access**

**Published by the Kansas Library Network Board  
March 1993**

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Paper in this publication meets the minimum requirements of the American National Standard for Information Sciences Permanence of Paper for Printed Library Materials ANSI Z39.48-1984



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During the planning process, participants advocated steps to:

- Establish an administrative structure for providing preservation services in Kansas.
- Develop preservation expertise by providing information and educational opportunities.
- Preserve information resources while encouraging improvements in access.
- Gain support for preservation by raising awareness of the public, elected officials and administrators.
- Provide improved environmental and storage conditions for collections in Kansas.
- Prepare for disasters that threaten information resources.
- Develop avenues for funding preservation activities.

The most important objective for accomplishing these goals is to establish a state office of preservation within the State Historical Society. Participants envision that this office will serve the needs of all types of repositories.

The office will be responsible for providing educational programs, for producing or disseminating information and literature on various preservation topics, and for referring institutions and individuals to conservators or reformatting agencies.



A preservation council must also be formed. The council will be responsible for starting the preservation office and continuing the efforts of the Network Board's Preservation Committee.

The council's most important charge will be to make the public, elected officials and administrators understand the preservation crisis and the importance of protecting the state's valuable information resources.

Without this public support, our state's recorded heritage will continue to disappear.

*Preservation of historic documents is promoted by placing them in acid-free folders and boxes.*



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# Preface

In response to Objective 1.5 of the *Long-Range Plan for Library Cooperation in Kansas*, the Kansas Library Network Board (KLNb) formed the Preservation Committee in 1990. Chaired by Mary Burchill, a Network Board member, the committee's charge was to "develop a plan to support the preservation of materials in Kansas Libraries."

Soon after it began meeting, the committee recommended to the KLNb that the heritage of Kansas needed to be considered in a broader context.

Consequently, the committee obtained a statewide preservation planning grant from the National Endowment for the Humanities. This enabled the committee to work with other communities of interest.

This plan is a result of the cooperation of people and agencies throughout Kansas. In seven regional planning meetings across the state, the Preservation Committee sought advice and suggestions from individuals representing archives, historical societies, museums, genealogical societies, libraries, records offices, and

citizens. Two hundred and fifty one people attended these planning sessions. Remarkably, the ideas raised by these diverse constituencies were often similar.

This plan reflects the results of those statewide meetings. It outlines steps to preserve the unique resources found in collections of all types throughout Kansas. You are encouraged to participate in the implementation projects outlined here, and to think of new ways in which to address Kansas preservation problems.

Special thanks are due to the National Endowment for the Humanities for the funding that made the project possible. Members of the committee also wish to thank participants in the regional planning meetings.

Thanks are also due to members of the Preservation Advisory Council, preservation advocates who advised the committee on improving the plan. Finally, personal thanks are due to Professor Kathleen A. Johnson for her timely advice and assistance.

*Katherine L. Walter, Consultant*

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# Introduction

In 1990, the Kansas Library Network Board (KLNb), a division of the Kansas State Library, published the *Long Range Plan for Library Cooperation in Kansas*. This strategic plan for encouraging cooperation includes the following section:

**Objective 1.5: By 1992, the Kansas Library Network Board will develop a plan to support the preservation of materials in Kansas libraries.**

**Scope and rationale:** There are a few isolated, independent preservation activities underway in Kansas libraries.

Since preservation initiatives require specialized expertise and equipment, a cooperative preservation program could enhance preservation efforts among all interested Kansas libraries.

It could also involve libraries in other midwestern states, perhaps under the leadership of a multi-state organization such as the Bibliographic Center for Research in Denver.

## **Evidence of accomplishment:**

By 1992, a cooperative preservation program is being implemented.

To accomplish this objective, the Network Board formed the Preservation Committee in 1990. Mary Burchill, Associate Director of the University of Kansas Law Library, is chair of this committee.

The committee includes representatives from public, academic and special libraries. In addition, the Network Board named a member of the State Historical Society staff, the Assistant State Archivist, to the committee.

Early on, the committee concluded that addressing the preservation of our state's heritage within the context of libraries alone was approaching the problem piecemeal.

Consequently, the committee recommended to the KLNb that committee members develop and submit a grant proposal to the National Endowment for the Humanities in order to involve individuals and information repositories of all types.

The committee has dealt effectively with its charges. It secured funding for developing a statewide preservation plan through the National Endowment for the Humanities in January 1992.

NEH support made possible a survey of the preservation concerns of libraries, historical societies, genealogical societies, records offices, museums and archives.

NEH funds also paid for a consultant — Katherine L. Walter, Chair of the Nebraska Documents Preservation Advisory Council, and Associate Professor at the University of Nebraska.

Grant funds enabled the committee to arrange a series of meetings around the state, as well as a meeting of the Preservation Advisory Council, preservation advocates who advised the committee on this plan's development. NEH funds paid for the development

and publication of this preservation plan as well.

The regional meetings in Lawrence, Manhattan, Salina, Colby, Wichita, Chanute and Dodge City in August 1992 were exciting. More than 250 individuals from many backgrounds and agencies participated.

Suggestions raised at these meetings form the backbone of this planning document, and the participants' ideas provided a firm sense of direction for the committee and the consultant.

In addition to its work on the state plan, the Preservation Committee has sponsored nationally-recognized speakers on preservation at library conferences.

These speakers have begun to alert the Kansans to the full range of preservation issues. Based on comments at the regional meetings, participants want these educational efforts to be expanded in the future.

Finally, the KLNBP Preservation Committee supported the introduction and passage of acid-free paper and permanent paper legislation. Senate Bill 573, passed in the 1992 session, requires all records and printed documents created by state agencies to be produced on acid-free paper.

With the presentation of this statewide plan to the citizens of Kansas, the Preservation Committee has completed its charge.

*Preservation  
Committee Chair  
Mary Burchill was  
one of the discussion  
group leaders at the  
seven regional  
forums.*



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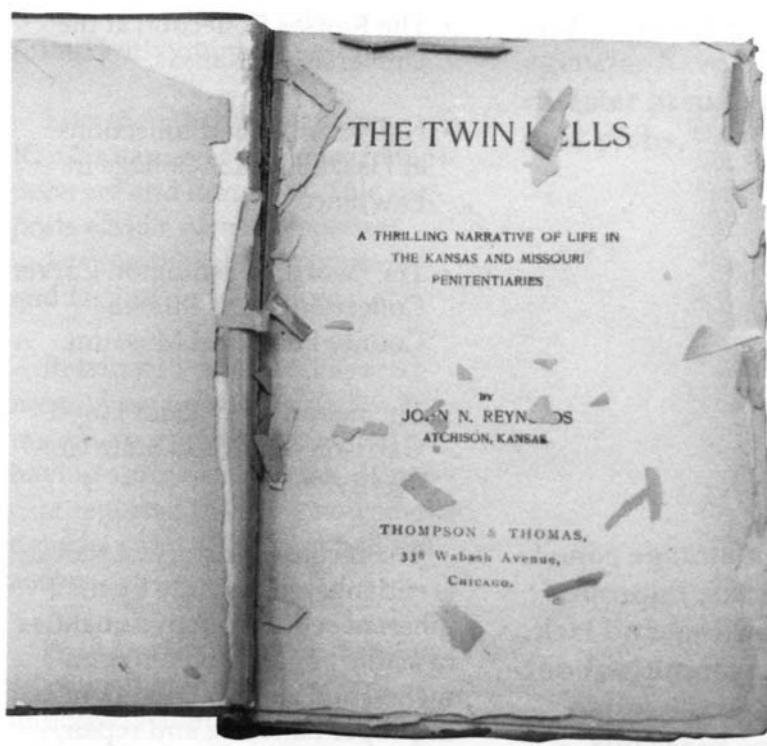
# The scope of preservation problems in Kansas

**T**he United States is described by Librarian of Congress James Billington as a young country facing a preservation crisis. He says "We must remain at the forefront of the struggle to preserve memory lest we join the ranks of those who live off the laurels of the past rather than its cumulative wisdom."<sup>1</sup>

Our efforts to preserve, however, face incredible challenges. Not least among the challenges is the very scope of the problem. Today, more materials need preservation than ever before, and many of these materials and artifacts are by their very composition self-destructing.

In the mid-1800s, paper making processes changed to include ground wood pulp, which contains lignin and alum rosin sizing. These elements cause paper to yellow and become embrittled. Subsequently, information flakes away and nothing can be done to restore the paper's flexibility and strength.

Perhaps 80 million books in US libraries are printed on acidic paper. Studies at the Library of Congress suggest that over 3 mil-



lion volumes in its collection alone are already brittle, and that an estimated 77,000 volumes per year become embrittled.<sup>2</sup>

The brittle books problem affects more than large research libraries, however. Most of our

*An example of embrittlement and crumbling caused by the use of acidic paper.*

**Most of our state's written heritage is on acidic paper that will become brittle.**

state's written heritage has been printed since the mid-1800s.

Consequently, most of its written heritage is on acidic paper that will become or has become brittle. Acidic paper usually takes from fifty to eighty years to reach an embrittled state. Most collections in the state provide examples of this problem, including special collections such as:

- The Kansas Collection at the University of Kansas.
- Native American collections at Haskell Junior College in Lawrence.
- The George Washington Carver Collection at the Ottawa County Historical Museum.
- The papers of William Lloyd Garrison at Wichita State University.

**Poor storage conditions, improper handling, and lack of awareness about caring for collections place our state's recorded history at risk.**

The recorded history of Kansas is endangered not only by the inherent self-destructive qualities of acidic papers. Poor environmental and storage conditions, improper handling and repair, and lack of awareness about caring for collections also place this history at risk. All these factors contribute to a crisis in Kansas.

In 1992, the Preservation Committee gathered information about preservation needs and activities in the state. A brief survey was sent to archivists; public, academic, special and school librarians; city and county clerks; state

records managers; and staff members of genealogical societies, museums and historical societies.

While the overall response rate was not statistically significant, responses demonstrate that preservation activities are occurring in Kansas and that respondents are concerned about maintaining the state's cultural heritage.

Kansas institutions appear to engage in a wide range of preservation-related activities. The survey was not designed to assess how well the activities are being conducted, but only to identify what is being done.

Simple book repair, encapsulations, and microfilming appear to be the most common treatment steps taken by responding institutions. Two constituencies — municipal clerk offices and school libraries — provided only a few responses. Response rates from other key groups were:

- |   |     |
|---|-----|
| • Academic libraries                        | 40% |
| • Records Officers of State Agencies        | 22% |
| • Museums/historical/genealogical societies | 21% |
| • Public libraries                          | 21% |
| • Special libraries                         | 12% |

Due perhaps to the number of respondents from libraries, paper materials such as manuscripts, unpublished records, and books, were identified most frequently as materials in collections in danger of deteriorating. This is not to suggest that these are the only



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materials at risk. In fact, all formats listed on the survey concerned one institution or another in the state.

Among the most critical needs, respondents identified education and the need for improvements in space, climate, and in the care/handling of materials. Disaster preparedness is another need. Only eight libraries, eleven museums or archives, and six government agencies that responded have disaster preparedness plans.

While it would be difficult to use the data from this survey alone to draw meaningful conclusions about the preservation needs in Kansas, the responses included provocative comments. Briefly, here are a few:

- "We have had to lock away much of the very rare [old local history] material."
- "I would like to be *absolutely* assured our microfilm procedures are producing archival quality microfilm."
- "Restoration and cataloging of city and county records."
- "We are sending copies to the State Historical Society; therefore we do not have a preservation problem."

One result of the survey was that respondents became more aware of preservation problems.

The Preservation Committee invited all survey respondents to attend regional planning meetings in August 1992. At these meetings, the consultant asked several questions to augment the survey data. Participants represented all types of repositories.

Of 237 recorded responses at the regional meetings, only 28 percent indicated having a heating/ventilating/air conditioning (HVAC) system that runs year round without interruption.

Like the other plains states, Kansas has great extremes in temperature and humidity. This supports earlier survey responses indicating that climate control and facilities are a concern.

Relating to disaster preparedness, 14 percent of the regional meeting participants reported having sprinkler systems, 34 percent reported that they had smoke detectors and 43 percent had fire alarms.

With respect to water disaster, 47 percent of the respondents indicated having had some water damage in their facility.

These figures, coupled with the small number of institutions reporting disaster preparedness plans on the written survey, indicate the critical need for better disaster preparedness in Kansas.

**"Only eight libraries, eleven museums or archives, and six government agencies have disaster preparedness plans."**

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# A plan for preserving information resources in Kansas

**By working together, librarians, archivists and others can ensure the survival of our state's recorded heritage.**

**T**his document presents an agenda for preserving our state's information resources. The goals and objectives that follow provide a structure for addressing problems identified during the preservation planning project.

A statement of "scope and rationale" has been developed for each objective, as well as "evidence of accomplishment," whereby Kansans can measure the progress made toward implementation of the objective.

It is not the intent of this work to address the full range of concerns regarding preservation of artifacts. However, many objectives may suggest ways in which to approach the protection of realia or objects [see glossary], and members of the museums and historical communities may indeed be able to identify ways in which this document can be extended for that purpose.

This work also does not address historic preservation of buildings. [See "Glossary of Terms" for definitions of "conservation," "preservation," and "historic preservation."]

Several objectives in the preservation plan call for cooperative projects involving many institutions or associations. In an economic environment of recession, it is important to look beyond usual boundaries for solutions. Coordinating efforts reduces costs for all.

Each community of interest — libraries, museums, historical societies, government agencies and genealogical societies — brings strengths that can benefit other communities. By working together, these groups can ensure the survival of our state's rich information resources.

Finally, goals and objectives are not arranged in priority order. The Preservation Committee feels that to insist on the order in which objectives must be achieved would be too restrictive.

Solutions to preservation problems facing Kansas may occur in ways and at times not anticipated in this document. For this reason, the KLNBS Preservation Committee strongly suggests that this plan be reviewed and updated at regular intervals. Planning documents must respond to change.

# Goal 1: To establish a structure for providing preservation services to information repositories

**Objective 1.1: Establish a state office of preservation to assist organizations, agencies and individuals in preserving our state's documentary heritage.**

**Scope and rationale:** Participants in regional planning meetings advocated an office of preservation at a state agency, serving the needs of all types of repositories.

The purpose of the office is to assist organizations, agencies, and individuals in achieving preservation literacy and in developing preservation services for Kansas.

A single office with proper authority provides assistance more efficiently than replicating information and referral services in many different institutions. Participants in the planning meetings envisioned many services in this office. Among them are the following:

- Providing grants information about preservation projects.
- Providing educational services, such as workshops and seminars, aimed at a wide range of audiences on a wide range of topics (see objective 1.6).
- Providing a clearinghouse for preservation information.
- Producing or disseminating preservation literature, including such tools as a resource directory, buyers guide, hand-outs, and bibliographies.

*Bindings of library materials are often damaged by years of heavy use.*



**Regional meeting participants feel Kansas needs a toll free preservation hotline.**

Other proposed activities for the preservation office include:

- Producing travelling exhibits or displays.
- Making referrals to conservators or preservation experts.
- Writing articles on preservation for newspapers and newsletters in the state.

While many of these proposed services can be performed centrally, regional outreach activities coordinated by the state office are needed due to the state's expanse.

Whenever possible, the state office of preservation should present workshops at various regions within the state.

The preservation office should also make other attempts to provide technical assistance at the local level in the most effective manner possible. See also objectives 2.2 (core collections at regional libraries) and 2.3 (distance learning).

Regional meeting participants suggested repeatedly that the office should have a toll free number to be used as a "Preservation Hotline."

**Evidence of accomplishment:** By 1996, the state office of preservation will be established in the Kansas State Historical Society.

**Objective 1.2: Establish a preservation council to implement the state preservation plan, to serve as an advocacy body for the state office of preservation, and to advise it.**

**Scope and rationale:** A preservation council representing multi-type agencies and organizations should be established to promote implementation of the preservation plan.

It should include representatives from groups such as the State Library; the State Historical Society; the Kansas Museums Association; the Kansas Library Association; the Kansas Association of Counties; the Kansas Council of Genealogical Societies; the KLNBS; the Kansas Association for Educational and Communications Technology; and the Kansas Association of School Librarians.

Once the office of preservation is a reality, the council should continue as an advisory body. Individuals on the council should serve as liaisons with their organization and the state office, providing input to the office on needs, and educating their organizations about the services of the state office. The council should also advocate for the office and for state support of the office.

**Evidence of accomplishment:** By late 1993, the State Library and the State Historical Society shall have convened a meeting of the preservation council.

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**Objective 1.3: Establish a standing fund raising committee of the preservation council.**

**Scope and rationale:** All of the objectives in this document have a cost to some institution or individual. It is important to identify funding options and to consider creative financing avenues.

Consequently, the preservation council should establish a committee to develop recommendations for funding strategies in this document. The committee should investigate a full range of funding strategies, including:

- Seeking legislative dollars.
- Proposing grants.
- Instituting filing fees (see objective 7.4).
- Identifying private donors and setting up a preservation endowment.

**Evidence of accomplishment:**  
The preservation council will create the fund raising committee by July 1994.

**Objective 1.4: Establish a standing legislative committee of the preservation council to educate the public and elected officials about preservation issues that involve legislation.**

**Scope and rationale:** The preservation council should establish a legislative committee to educate

the public and elected officials about preservation issues in need of legislation. The committee might, for example, recommend legislation involving preservation standards or funding for preservation programs such as a state office of preservation.

It should assist the Council in developing grass roots networks to contact key legislators as necessary. The legislative committee can also play an educational role at the local political level, where commissions or boards have funding jurisdiction over programs that are in need of preservation resources.

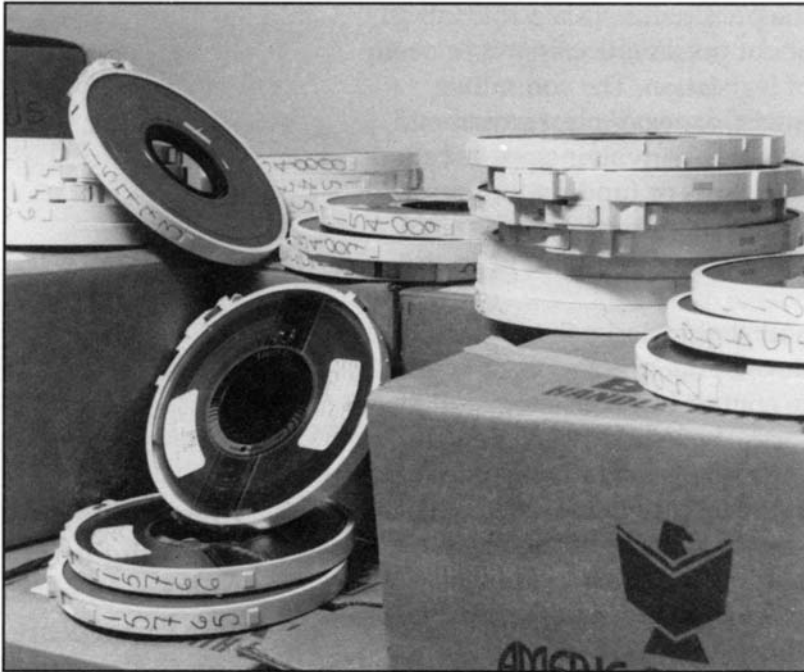
**Evidence of accomplishment:**  
The legislative committee will be created by July 1994.

**Objective 1.5: Establish a task force to study the problems involved in identifying and preserving state and local government records of enduring value created with computers, and to propose solutions for these problems to the preservation council, the State Records Board, the Kansas State Historical Society, and other interested parties.**

**Scope and rationale:** Identifying and preserving information in electronic formats are among the greatest challenges facing archivists, records managers, and other information specialists.

**"Identifying and preserving information in electronic formats are among the greatest challenges facing archivists, records managers, and other information specialists."**





*Preserving electronic records is a major concern.*

The fragile nature of electronic storage media, the rapid obsolescence of computer hardware and software, the vast quantities of information stored in databases, and the complexity of records created with computers make this a problem that merits careful study by a group composed of individuals with diverse experience and training.

The task force must be made aware of other groups studying these issues at the national and regional levels. Contacts with organizations, such as the AMIGOS Bibliographic Council Preservation Program in Dallas, should be encouraged to prevent needless duplication of effort.

**Evidence of accomplishment:**  
The task force will be created by July 1994.

**Objective 1.6: Establish task forces to study other preservation problems, such as preservation of audiovisual materials.**

**Scope and rationale:** The preservation council should establish task forces or study groups as necessary to address specific preservation problems in Kansas.

Task forces should be given a charge and a deadline for submitting recommendations. After the council accepts these recommendations, the task forces should be dissolved. It is not the intent of this objective to promote numerous standing committees.

As noted in objective 1.5, the state preservation council should inform task forces or groups that are addressing similar issues — particularly since national or regional groups may be able to command expertise that does not exist in Kansas. This will prevent needless duplication and promote effective use of resources.

**Evidence of accomplishment:**  
The preservation council will create task forces as needed.

---

# Goal 2: To develop preservation expertise by providing information and educational opportunities

**Objective 2.1: Provide a preservation manual or handbook to all types of repositories.**

**Scope and rationale:** Without basic competencies in the staff responsible for them, the state's collections will continue to deteriorate. The Preservation Committee and the Preservation Advisory Council recommended that a loose leaf preservation manual or handbook be offered to agencies in an effort to raise consciousness and provide basic information.

A suitable publication available commercially, such as the Northeast Document Conservation Center's *Preservation of Library and Archival Materials*, should be selected for distribution.

Any publication provided should offer basic preservation guidelines and should include an extensive bibliography of more advanced information on a variety of preservation topics.

**Evidence of accomplishment:** In 1994, the preservation council will provide manuals or purchasing information, as appropriate, to repositories in Kansas.

**Objective 2.2: Develop core preservation collections and bibliographies at regional libraries. Disseminate bibliographies throughout the state.**

**Scope and rationale:** As knowledge of preservation grows, the need for resources will grow too. It is important to provide support for regional preservation services. Regional libraries can offer this support by developing preservation collections.

Such materials should be available through interlibrary loan. Participants in the August 1992 meetings indicated that audio-visual programs would be particularly useful. See page 39 for a bibliography of materials on preservation topics.

**Evidence of accomplishment:** Regional libraries will develop core collections between 1993 and 1995, possibly targeting interlibrary loan development program funds for purchase of materials.

Regional libraries staff will create bibliographies during the same period and keep them up to date.

**"Without basic competencies in the staff responsible for them, the state's collections will continue to deteriorate."**

**Using alternative delivery modes such as interactive video can increase participation in preservation training events.**

**"Substandard microfilm production wastes effort and money, and fails to preserve written records."**

**Objective 2.3: Promote distance learning through alternative modes of delivery (e.g. electronic formats, electronic mail, Internet, satellite, interactive video, and interactive television) as appropriate and feasible.**

**Scope and rationale:** Alternative modes of delivery can increase access to educational programs and reduce costs. Technological feasibility, however, needs to be explored and the best format for delivering the program needs to be considered.

These alternative means of communication will assist the state office of preservation in working with regional libraries or other regional entities developed as a result of this project. Multi-state cooperation may also be possible through these means.

**Evidence of accomplishment:** The Nebraska Documents Preservation Advisory Council, the Colorado Preservation Alliance and the Kansas preservation council will develop and submit a multi-state, distance learning grant proposal to a funding agency by July 1994.

**Objective 2.4: Revise Kansas public records preservation statutes to require preservation microfilming certification of vendors undertaking state or local contracts.**

**Scope and rationale:** Many state and county agencies in Kansas contract for microfilming services.

At present no statutory requirements exist which ensure quality services for state or local government microfilming contracts.

Certification programs provide many benefits. Such a certification program might encompass a knowledge of and adherence to national standards, including standards for readability, legibility, density and resolution. Substandard microfilm production wastes effort and money, and fails to preserve written records.

**Evidence of accomplishment:** The Kansas State Legislature will have changed the pertinent statutes by 1995.

**Objective 2.5: Encourage the Emporia State University School of Library and Information Management to include preservation courses in its curriculum, or to work with other library school programs in placing students in preservation internships.**

**Scope and rationale:** Emporia State University has the state's only accredited library school.

Including preservation education within the curriculum makes library/information science students aware of their role in preserving unique resources. This benefits the institutions throughout the world that hire Emporia State graduates, and contributes to the national preservation effort.

In addition, ESU should explore cooperative agreements with

schools that offer internships in preservation, to provide opportunities for students seeking hands-on experience.

The School of Library and Information Management might also investigate practicum alternatives in libraries, museums or historical societies.

**Evidence of accomplishment:** Emporia State University's School of Library and Information Management will incorporate preservation issues in its curriculum by 1994/95.

**Objective 2.6: Include information on preservation in certification program curricula for records managers.**

**Scope and rationale:** Preservation education aids archivists and records managers in understanding their responsibility to preserve documents of permanent or timely value.

Records management courses at Washburn University and the Masters in Historical Administration at the University of Kansas are examples of programs that could easily incorporate a preservation perspective.

Programs such as these should be contacted to ensure that preservation issues are addressed in the curricula.

**Evidence of accomplishment:** Contacts shall be made with appropriate programs by 1996.



**Objective 2.7: Educate staff and administration in institutions responsible for information resources about basic preservation issues.**

*This intern is learning basic paper preservation at the State Historical Society.*

**Scope and rationale:** Staff must understand preservation issues and practices in order to care for materials appropriately.

Administrators need to understand preservation issues in order to justify funding and to sanction changes in policies and procedures that may follow as a result of preservation education. Both



**The preservation council should offer workshops on advanced technology preservation every three years.**

administrators and staff need to recognize and support preservation as an integral part of collection management.

**Evidence of accomplishment:** Distribute this preservation plan to administrators in 1993. Sponsor periodic preservation workshops for administrators, deans and directors, beginning in late 1995.

**Objective 2.8: Educate administrators and staff about advanced technologies, preservation of these technologies, and the need to "refresh" data stored on them.**

**Scope and rationale:** When administrators and staff make choices to reformat, they should understand the ramifications of their choices.

Technologies without established national standards for preservation may create difficulties in preserving important historical information in the future, but may offer outstanding benefits for access during the present.

Educational programs on electronic or other advanced technologies need to include a segment on preservation and standards. The preservation council should alert professional associations that sponsor programs on advanced technologies about speakers who can articulate the complexities of preserving such technologies.

**Evidence of accomplishment:** The preservation council will offer workshops on advanced technol-

ogy preservation every three years starting in 1995. The council may wish to appoint a task force to plan such a program. Or the preservation council may contact professional associations in the state to sponsor these programs.

**Objective 2.9: Advocate BCR's participation in the Regional OCLC Network Directors Advisory Council's preservation program.**

**Scope and rationale:** RONDAC, the Regional OCLC Network Directors Advisory Council, is sponsoring a preservation program that may provide information, training and advice to benefit a preservation program such as the one in Kansas.

Our state's OCLC network, the Bibliographic Center for Research (BCR), should participate in the RONDAC program since it will assist in implementation of the Kansas plan.

**Evidence of accomplishment:** The preservation council will encourage BCR to become an active member in the RONDAC preservation program by 1994.



---

# Goal 3: To preserve resources in all types of repositories while encouraging improved access

**Objective 3.1: Develop sample collection management policies that reflect preservation precepts. Disseminate these widely.**

**Scope and rationale:** Sample policies addressing preservation concerns illustrate how to incorporate preservation and access into day-to-day decision-making.

Samples should reflect policies for different types of institutions. Regional meeting participants suggested sample policies covering duplicates, retention, gifts, local use, photocopying, mutilation/theft, and interlibrary loan.

For now, the preservation council should develop and distribute such sample policies. In the future, the state office of preservation should provide these services. The use of electronic mail files in distributing these policies should also be explored.

**Evidence of accomplishment:** By 1994, the preservation council will make sample policies available.

**Objective 3.2: Promote collection analysis projects in libraries.**

**Scope and rationale:** Collection analysis projects assist agencies in identifying duplicates, collection strengths, and materials in need of repair. Such projects also encourage institutions to share duplicates. Information gained through collection analysis assists in planning preservation programs and in seeking grants.

The State Library or regional library systems might encourage collection analysis projects by sponsoring a coordinated project in the state and by providing training in the collection analysis instrument.

**Evidence of accomplishment:** Following the assessment of the Wichita Area Library Association's resource sharing project, a target group — perhaps Regents libraries — should be identified to engage in a collection analysis project in 1994.

The study should be conducted with the input of the Kansas Library Network Board, the preservation council, and other interested groups.

**The State Library should encourage collection analysis projects and provide training in collection analysis.**

**Objective 3.3: Promote good records management practices in government offices in municipalities, counties and at the state level.**

**Scope and rationale:** By following retention schedules and surveying records to locate vital documents or documents of enduring value, records managers assist in transferring important records to archives in a timely fashion.

Another good records management practice — holdings maintenance programs — contributes to the survival of documents until they can be discarded or transferred to archives.

The State Records Board and the preservation council should widely disseminate the Government Records Preservation Act.

They should also emphasize the cost savings in efficient, careful handling of records to the records management community.

**Evidence of accomplishment:** By July 1994, the preservation council should promote implementation of recommendations from the Governor's Task Force on Records Management. It should also establish a task force to promote good records management practices in local government.

The State Records Board and the preservation council should distribute copies of the Government Records Preservation Act as needed and as feasible.

**Objective 3.4: Advocate the cataloging and retrospective conversion of bibliographic records for archival and library collections on national bibliographic utilities such as OCLC.**

**Scope and rationale:** OCLC is an international bibliographic utility with over 26,000,000 bibliographic records in its union catalog. Among other applications, libraries use it to catalog print and non-print materials online. Now institutions can catalog archival materials on OCLC as well.

Through OCLC, institutions can indicate the availability of research materials and enhance access to their collections. End-user searching on OCLC, called "FirstSearch," offers even greater means of providing access.

*This records center recently was established as part of Johnson County's comprehensive records management program.*



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Institutions' catalogers can note condition of materials on the system, and institutions can indicate when preservation microfilming for a title has been accomplished. This information helps organizations avoid duplication of effort.

Some Kansas libraries already use OCLC, but staff may not be aware of ways in which it can be used for recording preservation information. Archives staff may also be unaware of the value of cataloging collections on OCLC.

The State Library should encourage efforts to use OCLC as an integral part of statewide preservation planning efforts, and to advertise its useful applications.

Retrospective conversion of manual cataloging into machine readable form on OCLC also makes older materials accessible to a wider audience. (See page 46 for more information on OCLC.)

**Evidence of accomplishment:** Work through users' councils and OCLC networks to obtain training in the use of OCLC for preservation purposes. Aim toward a late 1993 workshop.

**Objective 3.5: Explore ways in which the Kansas Library Catalog (KLC) can be used for preservation purposes.**

**Scope and rationale:** The Kansas Library Catalog, a CD-ROM product, identifies libraries in the state that own a particular title. The State Library provides it at no

charge to Kansas libraries. Small communities that are not on OCLC particularly benefit from access to information on the KLC.

By checking holdings against the Kansas Library Catalog, staff may identify unique materials that need to be retained somewhere in the state.

**Evidence of accomplishment:** By early 1994, work with the Kansas Library Catalog Advisory Committee to determine how the KLC can be used to encourage cooperative collection development activities.

**Objective 3.6: Develop model contracts for binding, preservation microfilming, preservation photocopying, and mass deacidification projects.**

**Scope and rationale:** As more preservation projects are proposed in Kansas, agencies may choose to contract for services rather than do the work in-house. Sample contracts will assist these agencies in achieving well-planned projects and in obtaining quality services from vendors.

Sample contracts should be sought or developed in the future by the state office of preservation. In the meantime, the preservation council should establish a mechanism for meeting this objective.

**Evidence of accomplishment:** Have model contracts available by early 1994.

**The Kansas Library Catalog should be used to encourage cooperative collection development activities to preserve information resources.**



The infinity symbol denotes publications that meet requirements of the ANSI permanent paper standard.

**Objective 3.7: Explore the feasibility of developing a last copy depository in the state.**

**Scope and rationale:** Libraries that are about to withdraw the last copy of a book held in the state may want to reconsider the withdrawal decision, or consider forwarding the copy to a "last copy bank." The preservation council should appoint a task force to investigate the feasibility of this objective.

**Evidence of accomplishment:** By July 1995, establish a preservation council task force to study this issue.

**Objective 3.8: Identify special collections in the state in need of preservation measures and improvements in access.**

**Scope and rationale:** Special collections with preservation needs and inadequate accessibility should be identified in order to identify potential grant projects.

One such collection is the Native American photographic collection at Haskell Junior College. Identification may also foster collection development cooperation among institutions of many types. For example, donors with appropriate gift materials could be directed to the agency holding the special collection.

Information about the availability of such collections must be made known to scholars. Whenever possible, finding aids and

descriptions of the contents of the collection should be made. See also objective 3.2 (collection analysis projects).

A publication entitled *A Guide to Special Collections in Kansas* was published in 1986 by the Kansas Library Network Board. This work could serve as a model for this objective.

**Evidence of accomplishment:** Charge the Kansas Library Catalog Task Force of the Kansas State Library to explore ways in which to incorporate special collections information into the KLC. Information needs about collections held outside of libraries should be considered.

**Objective 3.9: Develop a cooperative purchasing program for preservation supplies.**

**Scope and rationale:** By cooperatively purchasing preservation supplies in bulk, discounts may be available that make the supplies more affordable. Some control over supply choices will also be possible.

This ideally should be a centralized program in the state office of preservation or another state agency, such as the State Department of Purchasing, in order to gain the best discounts.

Supplies should include disaster relief materials that can be stored regionally. Planning for such a program should involve many groups.



The preservation council should establish a task force to design such a program. This task force should include a representative from the State Historical Society.

**Evidence of accomplishment:** Establish a preservation council task force by July 1994. Set a deadline date of December 1995.

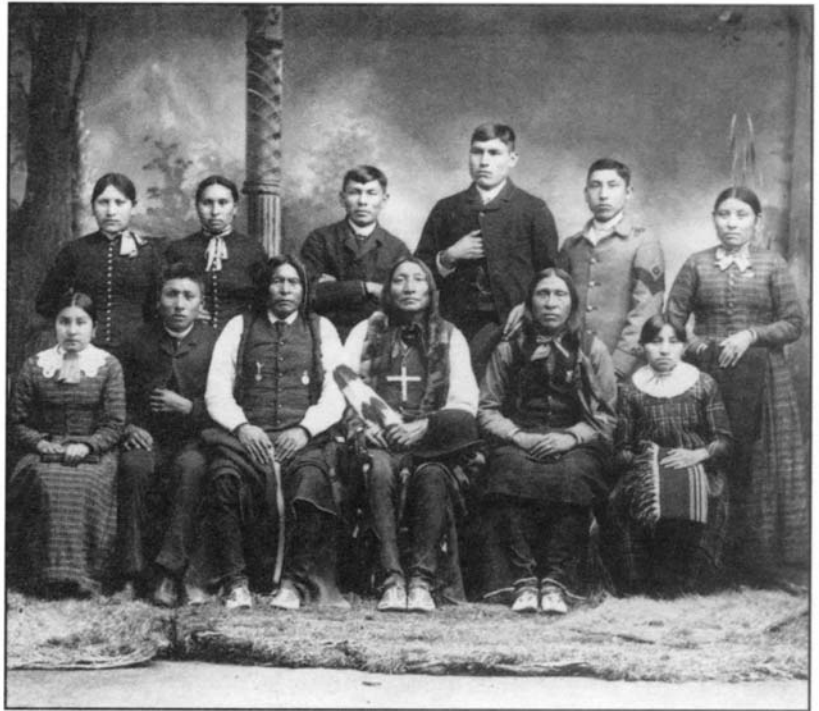
**Objective 3.10:** Advocate the use of alkaline and alkaline permanent papers in publications produced in Kansas, as outlined in Kansas statutes.

**Scope and rationale:** State law requires that state documents be produced on acid-free paper, unless the cost is excessive. Records of enduring value, identified by the State Records Board, must be on paper that meets the ANSI standard for permanence.

Many publications of enduring value are being produced outside of state government. Private publishers should be made aware of statutes and encouraged to produce their publications on alkaline papers as well.

Many recycled papers are alkaline these days, but fail durability requirements for permanence. For this reason, recycled papers should be used cautiously for printing documents that might be of interest to future scholars.

The preservation council should play a role in educating staff at institutions about requirements of the state law. It should



contact existing cooperative purchasing programs to ensure that purchasing agents are aware of the distinctions between alkaline papers and permanent papers.

**Evidence of accomplishment:** The preservation council should seek voluntary agreements from publishers in Kansas to use alkaline or alkaline permanent papers.

In addition, the preservation council should work with the State Records Board and the State Division of Purchasing to advocate appropriate uses of these papers in state government.

*Included among the many valuable photographs meriting preservation in Kansas repositories are some that depict Native Americans.*

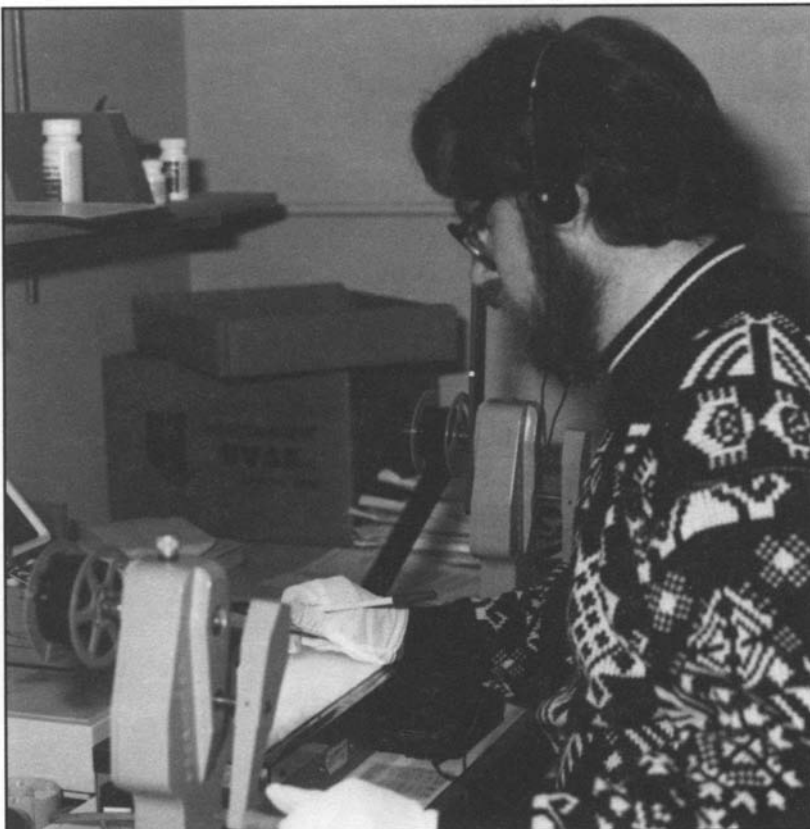


**Objective 3.11: Promote reformatting of unique brittle paper materials through preservation microfilming or preservation photocopying.**

**Scope and rationale:** Reformatting is a means of retaining information without treating the original object. In some instances the institution may choose to retain the original, depending upon its value or some other criteria.

In other instances, the institution may choose to deaccession the original material to gain space. The Kansas economic climate suggests that saving space by reformatting to preservation microfilm may be preferable to new construction.

*Careful film inspection is an essential step in preservation microfilming of library and archival materials.*



The preservation council or the state office of preservation can achieve this objective by providing cooperative opportunities for institutions to engage in reformatting projects for unique materials.

This might be done by providing training or assisting institutions in securing grant funding. See also objective 7.2 (discretionary grants programs).

In addition, the State Historical Society now has the capability of creating preservation microfilm in its microfilm lab.

It may be able to provide microfilming services on a contract basis in the future. It is important to recognize that preservation microfilming has established national standards.

**Evidence of accomplishment:** Provide information on reformatting standards and guidelines through regional library systems and the preservation council until the office of preservation begins operations.

Explore opportunities to offer workshops on reformatting every few years, beginning in 1994.

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# Goal 4: To gain support for preservation by raising public awareness

**Objective 4.1: Start a speakers bureau or suggest speakers to an existing bureau to deliver talks on preservation topics of interest to the general public.**

**Scope and rationale:** Public service organization forums offer a good opportunity to reach the general public.

By addressing the public on preservation crises in Kansas, speakers help the public become aware of their role in determining what portion of our state's recorded history survives.

*Stimulating awareness of preservation needs requires a multi-media approach.*

The preservation council or friends groups could be instrumental in this objective.

Participants at regional meetings said potential target groups could include: Lions Clubs, 4-H, Rotary groups, Chambers of Commerce, Family and Community Education Units, Women's Clubs, senior groups, retirement homes, scouts and churches.

**Evidence of accomplishment:** The KLNBP Preservation Committee will develop a list of possible speakers by March 1993, and provide it to appropriate existing speakers bureaus.

The committee will also produce a flyer with names and topics for distribution at the Kansas Library Association Tri-Conference in Overland Park, Kansas.

**Objective 4.2: Sponsor Public Service Announcements on television, radio, and in papers.**

**Scope and rationale:** As legislation develops for preservation in Kansas, public service spots might feed grass roots support. Media involvement brings preservation

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**Evidence of accomplishment:** The KLN B Preservation Committee will develop a list of possible speakers by March 1993, and provide it to appropriate existing speakers bureaus.

The committee will also produce a flyer with names and topics for distribution at the Kansas Library Association Tri-Conference in Overland Park, Kansas.

**Objective 4.2: Sponsor Public Service Announcements on television, radio, and in papers.**

**Scope and rationale:** As legislation develops for preservation in Kansas, public service spots might feed grass roots support. Media involvement brings preservation

concerns to lawmakers and the public in a highly visible fashion.

Some radio and television stations adopt public service announcement themes. The preservation council should explore contacts with media organizations in order to develop partnerships of this nature.

Once ads or programs are available, the council should contact other state programs about the availability of such publicity.

**Evidence of accomplishment:** Contacts with media organizations should be made in 1993, with public service announcements available by 1994.

**Objective 4.3: Offer open houses and tours to lawmakers, trustees and the general public in order to exhibit preservation problems and solutions.**

**Scope and rationale:** Witnessing poor conditions first-hand will go far to convince lawmakers and the public of the need to support preservation initiatives.

Any institution can employ this approach without needing coordination from a central agency in Kansas.

**Evidence of accomplishment:** This is an ongoing objective. The preservation council should ask institutions to notify the council of such open houses/tours.



**Objective 4.4: Encourage institutions to highlight the need for preservation when sponsoring public historical events.**

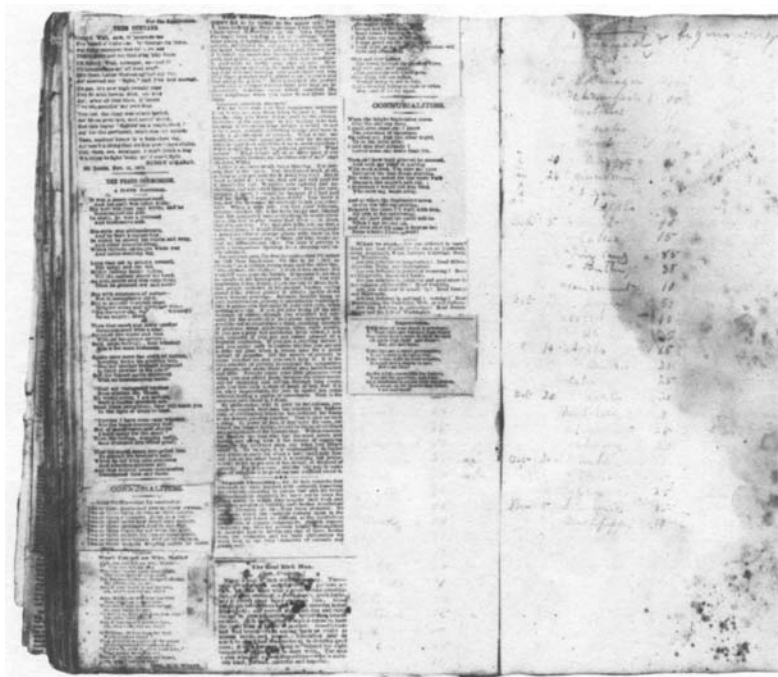
**Scope and rationale:** Incorporating information about preservation needs and techniques into special historical events effectively highlights the constant deterioration of our historical artifacts and documents.

Examples of such programs suggested at regional meetings include the Declaration of Independence Tour, and living history events such as a "Wash Day" or a "Quilt Day."

Once again, no need exists to coordinate this objective — any agency or institution that spon-

*Historical demonstrations or reenactments provide fine opportunities for presenting preservation information.*





*Carrie Nation's scrapbook and diary from 1872 to 1900 needs expensive conservation treatment because of severe damage by water and mold.*

sors historical events can incorporate preservation needs and ideas into the event.

The State Historical Society should also consider including a preservation education component in statewide events it sponsors and at historical sites under its jurisdiction.

National historic sites in Kansas are also a natural backdrop for such events. The office of preservation should offer hints or materials to encourage preservation themes at events around the state.

**Evidence of accomplishment:** This is another ongoing objective. Institutions should notify the

council when preservation themes are to be covered.

**Objective 4.5: Display mutilated materials or other items that demonstrate poor care and handling.**

**Scope and rationale:** Attention-getting displays graphically illustrate the loss of information inflicted by users.

Displays of mutilated materials or improper bookmarks — everything from oily rags to strips of bacon — can raise the consciousness of users. Any library, museum, or historical society that prepares exhibits can develop its own local display. The office of preservation could also develop traveling displays on these topics.

**Evidence of accomplishment:** This is an ongoing objective. Institutions that sponsor such exhibits should be encouraged to send pictures of the exhibits to the preservation council.

**Objective 4.6: Exhibit posters on preservation; distribute bookmarks on preservation topics.**

**Scope and rationale:** Posters and bookmarks draw attention to the problems of brittle paper, mutilation, or other concerns. They may also influence user behavior.

Many posters and bookmarks are available commercially. The American Library Association's "Going, Going, Gone" brochures,

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posters, and bookmarks are well-known, for example.

When creating such materials locally, institutions should be encouraged to use alkaline permanent papers and to share their creations with other institutions, perhaps by sending copies to the state office of preservation.

**Evidence of accomplishment:** By 1997, the state office of preservation shall provide information on posters or bookmarks available commercially.

**Objective 4.7: Show preservation videos to boards of trustees and offer public screenings.**

**Scope and rationale:** Some of the videos available today help boards understand their responsibilities in protecting collections.

This benefits repositories in several ways. Trustees learn how they as users or private collectors can contribute to the preservation of our state's heritage.

With knowledge of preservation problems, trustees are more likely to authorize funding of preservation projects or to engage in fund raising for preservation. Staff at any type of institution that wants to pursue this objective can borrow such videos through interlibrary loan. See objective 2.2 (core collections at regional libraries).

**Evidence of accomplishment:** The State Library or regional libraries can help accomplish this

ongoing objective by providing interlibrary loan information about preservation videos. Information on such videos should also be maintained by the state office of preservation.

**Objective 4.8: Offer children's programs on preservation through a variety of avenues.**

**Scope and rationale:** Participants in the regional meetings felt strongly that children generate enthusiasm for many topics.

For example, children's energy has been successfully channeled into recycling. Children's librarians and school media specialists may be able to play a special role in promoting preservation initiatives in the state.

The Kansas Association for Educational Communications and Technology (KAECT) and the Kansas Association of School Librarians (KASL) should be invited to serve on the preservation council.

Such groups could also be asked to develop special preservation programs for kids in libraries. A member of the Preservation Committee or another informed preservation advocate should be asked to assist with this activity.

Stimulating children's interest in history and in their families can create awareness of preservation as personal loss (personal papers, collections, government records, legal records).

**Children's librarians and school media specialists can play a vital role in promoting preservation initiatives.**

**The state preservation office should recognize agencies that come up with great ideas for preserving resources.**

Family history societies, historical societies and public libraries may also play an active role in this objective, and the State Department of Education should be contacted to identify possible ways in which to incorporate preservation into history curricula at all levels.

Public television programs such as "Sunflower Journeys" may be an appropriate forum for an event on preservation of family history.

At one regional meeting, participants suggested that this might be an avenue to create a "Save Our Heritage for Us" campaign for children.

**Evidence of accomplishment:** The preservation council shall make appropriate contacts and/or establish a task force by July 1994.

**Objective 4.9: Promote inclusion of preservation in Kansas history competitions.**

**Scope and rationale:** A number of history contests are held annually in Kansas.

Examples include the Daughters of the American Revolution "American History Contest;" "Kansas History Day," sponsored by the State Historical Society and the Eisenhower Museum; the Sons of the American Revolution (SAR) Oration Contest; and the SAR Eagle Scout essay contest, which has a theme of "Personal Family History."

Many of these contests involve local, state, and national level competitions. Preservation themes could logically and easily be emphasized in some of these contests. Contacts with sponsoring groups should be made to see if examples of topics can include the importance of preserving history.

**Evidence of accomplishment:** The preservation council should make contacts with competition-sponsoring groups by 1994.

**Objective 4.10 Explore ways in which to reward successes in preservation.**

**Scope and rationale:** It is easy to slip into a morass of gloom when pondering the extent of the preservation crisis.

When an agency comes up with a great idea for preserving its collection, it deserves recognition. This objective might be carried out through professional associations, perhaps at conferences.

For example, the state office might encourage professional associations to create awards to be offered at association conferences.

This would serve as a reminder to the various professional associations that preservation is an area of the professions' responsibilities.

**Evidence of accomplishment:** The state office of preservation shall recommend strategies for achieving this objective in 1997.

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**Objective 4.11: Develop traveling trunks with preservation highlights to loan to historical societies, museums, civic organizations and church groups.**

**Scope and rationale:** Traveling trunks offer hands-on opportunities for people to learn about various subjects, such as science or history.

The state office of preservation should encourage museums in Kansas to include information on preservation, such as brochures and videos, to accompany the traveling trunks developed on historical themes. See also objective 4.5 (mutilated materials).

**Evidence of accomplishment:** The state office of preservation shall develop trunks on preservation themes and make them available for loan in 1997.

**Objective 4.12: Make existing "friends of libraries" and "friends of museums" groups aware of preservation needs. Encourage their participation in preservation fund raising for their own library or museum.**

**Scope and rationale:** With appropriate information and direction, friends groups can adopt projects and fund raising activities relating to preservation for the institution they support. See also objective 4.7 (video presentations).

**Evidence of accomplishment:** When distributing this preservation plan, the cover letter should

remind directors to share the plan with friends groups.

This objective is ongoing, and is the responsibility of individual institutions. Directors should note names of speakers on preservation topics available through speakers bureaus.

**Objective 4.13: Explore possible relationships with other statewide networks in delivery of preservation information to individuals.**

**Scope and rationale:** The Kansas Cooperative Extension Service is one example of a statewide operation that could play a role in disseminating preservation information to individuals.

People frequently contact Extension offices with questions about caring for family photographs, getting rid of mold on books, storing wedding dresses and other requests for information. It also has agents throughout the state who could distribute literature on preservation.

There may be other existing networks in Kansas that could assist in delivering preservation information as well.

**Evidence of accomplishment:** As networks are identified, the preservation council should contact them and ask them to appoint a representative to the council.

**Groups such as the Cooperative Extension Service can play an important role in educating people about preservation.**





*This wedding portrait of a Volga German couple in Ellis county is an example of the photos that document the history of Kansas families.*

**Objective 4.14: Encourage duplication of family photos and photocopying of family records onto alkaline papers.**

**Scope and rationale:** Family histories often elicit individuals' interest and enthusiasm for preservation. Many people are unaware that acidic papers self-destruct in only 50–80 years.

Family history societies, public libraries and historical societies can all play an important role in

educating people about alkaline papers and the preservation of family history.

People should be encouraged to identify subjects in family photographs and the photographer so this information can be saved for future generations.

**Evidence of accomplishment:** In 1993, contact the Kansas Council of Genealogical Societies and encourage them to establish a preservation task force.

# Goal 5: To provide the best possible environmental and storage conditions for collections

**Objective 5.1: Educate staff about environmental conditions and their impact on materials.**

**Scope and rationale:** Fluctuations in temperature and humidity, excess light, dust and other environmental conditions promote the degradation of collections.

Educational efforts should include information on how to deal with poor environmental conditions. The state office of preservation could conduct educational programs on this topic.

Programs at professional association conferences are another option.

**Evidence of accomplishment:** In 1993, distribute preservation manuals or handbooks as noted in objective 2.1.

The Network Board should present a program on environmental conditions for preservation at the 1994 Tri-Conference. By 1997, offer programs through the state office or through distance learning.

**Objective 5.2: Encourage adherence to standards for environmentally-sound climates in repositories of all types.**

**Scope and rationale:** Stabilizing a repository's environment is the most effective step in preserving collections.

Institutions must understand the ramifications of their decisions regarding physical condi-

*Ultraviolet filters protect the records in this storage area from florescent light damage, but the steam pipes constitute a major hazard.*



**"Administrators, physical plant personnel and safety officers must be made aware of the special environmental needs of collections."**

tions of facilities. The state preservation council and regional library systems in Kansas can play a role in achieving this objective.

**Evidence of accomplishment:** The preservation council and the regional libraries shall make guidelines or standards information available by late 1993. NISO standards now in development should be monitored to ensure that current information is available at all times.

**Objective 5.3: Educate administrators, physical plant personnel and safety officers about facilities needs and planning.**

**Scope and rationale:** Often libraries or other records agencies are part of a larger institution. Decisions about the physical environment may rest with the larger body. As a result, administrators, physical plant personnel and safety officers must be made aware of the special environmental needs of collections.

Specialized programs aimed at administrators and physical plant personnel have been conducted elsewhere around the nation.

Such programs could be emulated in the Great Plains area with help from the Northeast Documents Conservation Center or through the RONDAC preservation program. Agencies should contact administrators, physical plant personnel and safety officers to begin dialogues.

**Evidence of accomplishment:** Contacts with the Northeast Document Conservation Center or RONDAC's preservation program, and with nearby states that might be interested in co-sponsoring such a program, should be made by late 1994.

**Objective 5.4: Offer training in conducting preservation needs assessment audits.**

**Scope and rationale:** In order to identify building problems or care/handling deficiencies, preservation needs assessment audits are extremely helpful. These can be used in any type of facility.

Existing audit documents should be reviewed by the state office of preservation. A standard audit instrument, such as an easy to use checklist, should be adopted or developed by the preservation office for use by Kansas institutions. This will allow comparisons to be made.

**Evidence of accomplishment:** The state office of preservation shall have adopted or modified an appropriate needs assessment tool for use in Kansas institutions by 1997.

**Objective 5.5: Support improved storage and facilities for historical records and other collections.**

**Scope and rationale:** Participants in the regional planning meetings cited critical space shortages in many records keeping institutions. They noted that many

facilities in use were not designed for storage of historical records or other information resources. Consequently, valuable records are being kept in facilities that may be dangerous to their survival.

Agencies should mention preservation concerns whenever funding requests are made for building additions or renovation.

Often, architects and construction personnel lack awareness of the special environmental and storage needs of archival or library collections.

Librarians, archivists, records managers, and other professionals responsible for information resources need to have ready information about environmental needs that they can use in working with architectural and construction firms.

**Evidence of accomplishment:** By late 1993, the preservation council will provide supportive documentation for agencies in need of environmental information.

This is an ongoing objective which should be the responsibility of the state office of preservation once it is established.

**Objective 5.6: Support adequate funding for the Kansas State Historical Society's new Center for Historical Research.**

**Scope and rationale:** The Kansas State Historical Society's library and archival holdings are



irreplaceable sources for documenting the history of Kansas and its people.

*Documents in storage areas next to this basement furnace room were severely damaged when the basement flooded.*

These holdings are currently housed in a building constructed in 1914. Heating, air conditioning and other services were added later; as a result, it is impossible to provide controlled environmental conditions for the care of the collections.

The design of the building inhibits security for these materials. A lack of parking makes it difficult for the public to access the research collections. Construction of a new research center for the Society will soon begin, but insufficient funding has been approved for it.



The money available will provide less storage space than the Society needs for its current holdings, and none of the space necessary for future acquisitions. Full funding for the new Center for Historical Research will ensure protection of these valuable resources.

**Evidence of accomplishment:** Full funding will be provided by late 1993.

**Objective 5.7: Help institutions monitor environmental conditions by offering an equipment loan or rental program.**

**Scope and rationale:** Monitoring equipment can be expensive and complicated to use.

A loan program incorporating detailed instructions for use would help reduce costs and frustrations for small institutions. This might be an appropriate program for the preservation office.

Demonstrations of the use of equipment are also suggested. A

modest rental fee to cover expenses should be considered. Whoever administers the program should discuss monitoring projects with potential users and recommend appropriate instruments or measures.

**Evidence of accomplishment:** The equipment loan or rental program will be available by 1997.

**Objective 5.8: Develop a list of vendors and a buying guide for preservation supplies and equipment.**

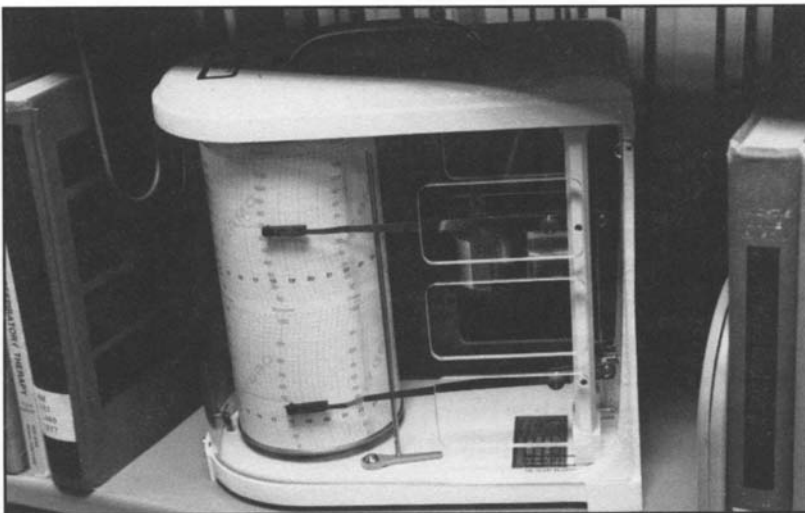
**Scope and rationale:** In conjunction with a cooperative purchasing program, agencies need advice on selecting preservation supplies and equipment.

Regional meeting participants suggested a list of reliable vendors. This may have legal ramifications. As an alternative, agencies would benefit from a list of questions to ask vendors when inquiring about products, or a list of product characteristics to consider in identifying "reliability." For example, vendors should routinely be asked for references.

This objective would be an appropriate project for the state office of preservation but could be prepared by the conservation staff at the State Historical Society in the interim, if KSHS is willing.

**Evidence of accomplishment:** These reference items will be available from the preservation office or KSHS by December 1994.

*An example of specialized preservation equipment is the hygrothermograph. It monitors fluctuations in temperature and humidity.*



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# Goal 6: To prepare for disasters that threaten information resources

**Objective 6.1: Provide model disaster plans/workbooks, and educate institutions on how to develop their disaster plans.**

**Scope and rationale:** Model disaster plans or disaster workbooks should be distributed to all types of agencies, to provide assistance in developing specific plans.

Information should be included on many aspects of disaster preparedness, such as: assessing building(s) to anticipate problems; assigning areas of responsibility; setting up phone trees; reviewing insurance coverage; determining salvage priorities; and establishing inventory control.

The models should also include information on how to conduct drills or training for volunteers; the importance of contacting local emergency agencies — civil defense, police and fire stations — to let them know about the plan and to give them copies.

They should also cover the importance of having multiple copies of the disaster plan available off-site as well as on; and the value of knowing where building operations manuals are located.

**Evidence of accomplishment:** In 1993, the preservation council or the KLN B Preservation Committee shall make manuals available and offer programs on disaster preparedness. Programs should be offered periodically.

**Objective 6.2: Develop a directory of disaster preparedness resources.**

**Scope and rationale:** Resource directories can be very useful in developing each institution's disaster preparedness plan.

Resource information should be gathered regularly by the state office of preservation or by a team of individuals assigned to do so as a project.

Directories should be sold for a small fee or offered as a benefit of membership through professional associations. Periodic updates of this directory will be necessary.

**Evidence of accomplishment:** The preservation council will make directories available by late 1993.

**“Model disaster plans or disaster workbooks should be distributed to all types of agencies...”**



*Custodians of records need to prepare for quick responses to disasters such as the tornado that struck this Jefferson county courthouse in 1960.*

**Objective 6.3: Investigate ways to link the granting of state aid to disaster preparedness planning.**

**Scope and rationale:** Participants at the regional meetings recommended that criteria for funding from state agencies for local activities be tied to developing a disaster preparedness plan.

Other proposed criteria include: having participated in preservation training, or having completed a needs assessment.

If such a strategy is employed, it is imperative that funding agencies help their clients fulfill the requirements.

**Evidence of accomplishment:** The fund raising committee of the preservation council should investigate the feasibility of linking state aid to preservation planning, and report to the preservation council by early 1995.

**Objective 6.4: Advocate secure, off-site storage of duplicate shelf lists/inventories.**

**Scope and rationale:** In the event of a disaster, inventory control can make the difference between quick action and chaos. Back-up copies of shelf lists and inventories should be stored securely away from the institution in order to expedite recovery operations. This advice should be made through professional associations and in articles about preservation submitted to agency newsletters. (See also objective 6.1.)

**Evidence of accomplishment:** Whenever disaster preparedness manuals or programs are developed, the state office of preservation should be sure to advise that copies of shelf lists or inventories be kept off-site.

**Objective 6.5: Encourage networks to store and transfer relief supplies to disaster sites, and to assist in disaster response.**

**Scope and rationale:** Regional or community networks facilitate quick response. By establishing a volunteer system, regional supply sites, and means of transporting supplies, Kansas institutions will be well-prepared. Kansas might look at the LAPnet in Los Angeles as a model for such networks.

**Evidence of accomplishment:** By 1997 or 1998, regional or community networks will be developing.

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# Goal 7: To develop avenues for funding preservation activities

**Objective 7.1: Seek state funding for an office of preservation.**

**Scope and rationale:** Additional funding will be necessary in order to create the state office of preservation in the Kansas State Historical Society.

Not only is this a new program, but it is intended to serve many constituencies. For this reason, securing permanent funding is vital to the long-term success of preservation efforts in Kansas.

**Evidence of accomplishment:** The preservation council should begin seeking funding in 1994, and continue efforts until funding is received.

**Objective 7.2: Establish discretionary grants programs offering grant funding to Kansas institutions for well-formulated preservation projects. Offer grants on a competitive basis.**

**Scope and rationale:** Many repositories have collections that would benefit from conservation work or other treatment, but cannot afford the work through their standard budgets. State-based

grants programs offer incentives to small institutions that cannot realistically compete for national funding.

Programs funded with legislative appropriations are offered in New Jersey and New York. Some states, such as Florida and Pennsylvania, have re-grants programs funded by the National Historical Publications and Records Commission (NHPRC).

**Evidence of accomplishment:** Grants programs will be available by 1997.

**Objective 7.3: Institute filing fees to pay for preservation of local government records at risk.**

**Scope and rationale:** Many states are instituting filing fees to preserve records of enduring value.

This is a controversial objective, however, as registrars of deeds are concerned that county boards or other agencies that control funds may reallocate funds upon which records offices now rely to other priorities in the county.

**"Securing permanent funding is vital to the long-term success of preservation efforts in Kansas."**



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In order for this objective to succeed, legislation must be worded in such a way that these funds do not substitute for monies ordinarily received by the office.

These funds must strictly be earmarked for preservation in some manner. In addition, registrars of deeds and other records managers need to learn of the many successes of such fees enacted for preserving records in other states.

**Evidence of accomplishment:**  
Filing fees will be instituted by 1996.

**Objective 7.4: Identify existing grant programs within Kansas that may accept grant proposals relating to preservation.**

**Scope and rationale:** Sometimes foundations or state agencies have grant monies available which have not typically been used for preservation, but which potentially could be.

For example, the Network Board has a small amount of money available for research and development grants. The Kansas Humanities Council "Heritage Program" offers grants that may be of interest to institutions needing funding for smaller preservation projects.

The state office of preservation should identify potential funding agencies in Kansas and provide information about grant opportunities. See objective 1.1.

**Evidence of accomplishment:**  
Existing grant programs will be identified by December 1994. Once formed, the state office of preservation should maintain grants information.

## Endnotes

<sup>1</sup> Billington, James, "The Moral Imperative of Conservation," Association of Research Libraries. Minutes of the 111th Meeting, Washington, DC: Association of Research Libraries, 1987, pages 5-6.

<sup>2</sup> *Preserving Knowledge: The Case for Alkaline Paper*. Washington, DC: Association of Research Libraries, August 1990, page I-A-1.

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# Appendix A: Preservation Advisory Council

**T**he KLN B Preservation Committee appreciates the assistance of the Preservation Advisory Council. These advocates, who represent institutions from throughout Kansas, helped the Committee develop this plan. Members of the Preservation Council are:

Judy Agnew, Director  
Colby Community College  
Library  
Colby KS

Lynette Bennington  
Stafford County Registrar  
of Deeds  
St. John KS

Mary E. Bogan  
Special Collections Librarian/  
University Archivist  
William Allen White Library  
Emporia KS

Keitha Bohlander  
Kansas Council of Genealogical  
Societies  
Fort Scott KS

Marilyn Bread  
Haskell Indian Junior College  
Lawrence KS

Virginia Brunner, Curator  
Tri-County Historical Society  
and Museum  
Herrington KS

Nellie Buffalomeat  
Library Director  
Haskell Indian Junior College  
Lawrence KS

Susan Case, Librarian  
Clendening Medical Library  
University of Kansas Medical  
Center  
Kansas City KS

D. Cheryl Collins, Director  
Riley County Historical Museum  
Manhattan KS

Marion Cott, Executive Director  
Kansas Humanities Council  
Topeka KS

John Forbes, Director  
Baker University Library  
Baldwin City KS

Stan Harder, Curator  
Old Cowtown Museum  
Wichita KS

David Haury, Assistant Director  
Kansas State Historical Society  
Topeka KS

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# Preservation Advisory Council (continued)

Fred Jamison  
District Court Administrator  
Great Bend KS

Duane F. Johnson, State Librarian  
Kansas State Library  
Topeka KS

Susan Marchant, Director  
Kansas Center for the Book  
Topeka KS

James Mason  
Preservation Librarian  
Kansas State University  
Manhattan KS

James Mendenhall  
Wichita KS

Patricia Michaelis, Director  
Library & Archives Division  
Kansas State Historical Society  
Topeka KS

Gerald Motsinger, Archivist  
Johnson County Archives and  
Records Management Program  
Olathe KS

Mary Reed, City Clerk  
City of Parsons  
Parsons KS

Mary Rich, President  
Central Kansas Chapter  
American Association of Records  
Managers and Administrators  
Wichita KS

Rebecca Schulte  
Assistant Curator  
Kansas Collection  
University of Kansas  
Lawrence KS

Ellen May Stanley, Past President  
Kansas State Historical Society  
Dighton KS

Kathryn Sughrue  
Former member, Kansas House  
of Representatives  
Dodge City KS

R. Reed Whitaker  
Special Assistant to the  
United States Archivist  
Central Plains Region  
US National Archives  
Kansas City MO

Harriet Wilson, Board Member  
Kansas State Historical Society  
Lawrence KS

Paul Wilson, Board Member  
Kansas State Historical Society  
Lawrence KS

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# Appendix B: Basic Readings in Preservation

*Prepared by Lisa Fox, SOLINET Preservation Program, for the Nebraska Documents Preservation Advisory Council, March 1991. Revised January 1993.*

**T**his bibliography includes the primary works in each area of the preservation field. These readings will be useful for those responsible for preservation documentary collections in archives, libraries, records offices, and historical societies.

While an effort has been made to provide broad coverage of the sometimes differing issues that arise in the various repository types, most comprehensive, book-length works to date have been written by those in library preservation. Also by limiting this bibliography to the "core" publications, many useful, but more narrowly focused works have been excluded. To learn about those, contact the information sources cited at the end of the bibliography.

## General Works

Darling, Pamela W., and Wesley Boomgaarden, compilers. *Preservation Planning Program: Resource Notebook*. Washington: Association of Research Libraries, Office of Management Studies, 1987. 719 pages.

While the 1987 edition is somewhat dated, it is still an excellent source of bibliographies, background and technical readings, and important ephemeral materials.

Developed for use with Darling and Webster's Assisted Self-Study Manual of Libraries (1987 edition, 156 pages), which outlines a self-study process. According to ARL, the Resource Notebook is not currently available. They are updating it and dividing it into seven notebooks on various topics. The new notebooks should be available late 1993. In the meantime, the 1987 edition is available through inter-library loan from the Kansas State Library in Topeka.

SPEC, ARL/OMS, 1527 New Hampshire Avenue, NW, Washington DC 20036. (202) 232-8656. \$30 for the Manual. Prepayment required.



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Fox, Lisa L, editor. Don Thompson and Joan Ten Hoor, compilers. *A Core Collection in Preservation, 2nd edition*. Chicago: American Library Association, 1992.

A very good annotated bibliography of books and major articles on all areas of preservation. This work was commissioned by the ALCTS Preservation of Library Materials Section (PLMS) Education Committee.

ALA Order Department, 50 East Huron Street, Chicago IL 60611.  
(800) 545-2433. \$5.

Kenney, Anne R., editor. *The American Archivist* 53 (Spring 1990).

Entire 184-page issue devoted to archival preservation: most significant work on the subject since Ritzenthaler's 1983 manual. Major articles on preservation microfilming, holdings maintenance, planning and education, with excellent literature reviews.

Available through the Society of American Archivists, 600 South Federal Street, Suite 504, Chicago IL 60605. (312) 922-0140. \$15.

Morrow, Carolyn Clark with Gay Walker. *The Preservation Challenge: A Guide to Conserving Library Materials*. White Plains NY: Knowledge Industry Publications, 1983. 231 pages.

Excellent overview of preservation information, with useful guidance on administrative concerns such as policy establishment, staffing and budgeting.

G.K. Hall, 70 Lincoln Street, Boston MA 02111 (617) 423-3990. \$34.50 hardcover; \$27.50 softcover.

Ogden, Sherelyn, editor. *Preservation of Library & Archival Materials: A Manual*. Andover MA: Northeast Document Conservation Center, 1992.

A basic manual in loose leaf format that provides bibliographies and practical information on many preservation topics.

Northeast Document Conservation Center, 100 Brickstone Square, Andover MA 01810-1428. (508) 470-1010. \$20 plus \$3.50 for postage and handling.

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*Preservation of Library Materials*. IFLA Publications 40/41. 2 volumes, Merrily Smith, editor. Munich: K.G. Saur Verlag, 1987. 305 pages.

Volume 1 focuses on policy, planning, cooperation, emerging technologies. Volume 2 has more topical papers, on reformatting, storage and handling, treatment, environment, pest control and other topics.

K.G. Saur, 175 5th Avenue, New York NY 10010. (212) 982-1302. \$70.

Ritzenthaler, Mary Lynn. *Archives and Manuscripts: Conservation*. SAA Basic Manual Series. Chicago: Society of American Archivists, 1983. 151 pages.

A comprehensive guide to the field of archival preservation. Essential reading. A new edition is in preparation, and the anticipated publication date is April 1993.

SAA, 600 South Federal Street, Chicago IL 60605. (312) 922-0140. \$17, non-members; \$13 members, plus shipping.

Swartzburg, Susan G. *Preserving Library Materials: A Manual*. Metuchen NJ: Scarecrow Press, 1980. 282 pages.

Basic guide, especially designed for smaller collections. A new edition is expected to be available in late 1993. No pre-publication price has been set.

Scarecrow Press, 52 Liberty Street, Box 4167, Metuchen NJ 08840. (908) 548-8600.

## Topical works

Barton, John P. and Johanna G. Wellheiser, editors. *An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centres*. Toronto: Toronto Area Archivists Group Education Foundation, 1985. 192 pages.

Practical and comprehensive manuals on disaster prevention, planning and recovery. This is out of print, pending a revised edition.

TAAG, P.O. Box 97, Station F, Toronto, Ontario, M4Y 2L4, Canada. \$22.95 Canadian.

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Elkington, Nancy, editor. *The RLG Preservation Microfilming Handbook*. (Mountain View CA: Research Libraries Group, 1992). 194 pages.

A must-have for any preservation microfilming operation. Provides thorough guidelines and many fine appendices, including a sample contract.

RLG, 1200 Villa Street, Mountain View CA 94041-1100.  
(415) 691-2375. \$75.

Ellis, Margaret Holben. *The Care of Prints and Drawings*. Nashville TN: American Association for State and Local History, 1987. 253 pages.

First half provides overview of the nature of paper and parchment and the artistic media on them. Remainder deals with solutions, including matting, hinging, storage, environment, and pests.

AASLH Order/Billing Department, 172 Second Avenue North Suite 102, Nashville TN 37201. Request catalog for current prices. Members receive a discount. Prepayment required.

Garlick, Karen. "Planning an Effective Holdings Maintenance Program." *American Archivist* 53 (Spring 1990): pages 256-264.

Clear, practical guidance on planning and implementing an effective holdings maintenance program.

Available through the Society of American Archivists, 600 South Federal Street, Suite 504, Chicago IL 60605. (312) 922-0140. \$15.

Gwinn, Nancy E., editor. *Preservation Microfilming: A Guide for Librarians and Archivists*. Chicago: American Library Association, 1987. 238 pages.

Best publication yet on preservation microfilming, including administrative and technical aspects.

ALA Order Department, 50 E. Huron Street, Chicago IL 60611. (800) 545-2433. \$40.

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Kenney, Anne R. and Lynne K. Personius. *The Cornell/Xerox Commission on Preservation and Access Joint Study in Digital Preservation Report: Phase 1, Digital Capture, Paper Facsimiles, and Network Access*. Washington DC: Commission on Preservation and Access, September 1992. 47 pages.

A useful study regarding digitization. Raises good issues concerning both limitations and benefits of new technologies.

Commission on Preservation and Access, 1400 16th Street NW, Suite 740, Washington DC 20036-2217. (202) 939-3400. \$10.

Lull, William P. with assistance of Paul N. Banks. *Conservation Environment Guidelines for Libraries and Archives*. Albany NY: The New York State Library Division of Library Development, 1991. 84 pages.

This information packet is important reading for any library or archive intending renovation or construction of a new building. Provides good information that would be useful for architects and contractors. Also provides good environmental monitoring information for care of collections.

New York State Education Department, New York State Library, Albany NY 12230. \$10.

Merrill-Oldham, Jan and Paul Parisi. *Guide to the Library Binding Institute Standard for Library Binding*. Chicago: American Library Association, 1990. 62 pages.

Essential reading. Well-illustrated guide, with point-by-point discussion of the LBI Standard, including prescriptive recommendations. Appendices address: inspecting bound volumes, non-Standard binding methods, and binding agreements and contracts. User should have a copy of the Library Binding Institute Standard for Library Bindings (8th edition, 1986) available through LBI.

ALA Order Department, 50 E. Huron Street, Chicago IL 60611. (800) 545-2433. \$17.50.

Morrow, Carolyn Clark and Carole Dyal. *Conservation Treatment Procedures: A Manual of Step-by-Step Procedures for the Maintenance and Repair of Library Materials*, 2d edition. Littleton CO: Libraries Unlimited, 1986. 200 pages.

Best available manual on book repair techniques.

Libraries Unlimited, P.O. Box 263, Littleton CO 80160. \$30.



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New York University Libraries, Preservation Committee. *Disaster Plan Workbook*. New York: NYU Libraries, 1984. 75 pages.

Essentially a "fill-in-the-blanks" disaster plan, and useful as a model. Contains few instructions and little descriptive information, so should be used in conjunction with more explanatory literature.

Collection Management Office, Bobst Library, NYU, 70 Washington Square So. New York NY 10012. \$10.

Paris, Jan. *Choosing and Working with a Conservator*. Atlanta: Southeastern Library Network, Inc. 1990. 32 pages.

Clear guidance on how to locate and evaluate a conservator, and how to work with him/her during treatment. Valuable appendices.

SOLINET Preservation Program, 1438 W. Peachtree Street NW, Suite 200, Atlanta GA 30309-2955. (800) 999-8558. \$10; volume discounts available. Prepayment required.

Ritzenthaler, Mary Lynn. *Preservation of Archival Records: Holdings Maintenance at the National Archives. Technical Information Paper Number 6*. Washington DC: National Archives & Records Administration, 1990.

Describes procedures to protect and stabilize archival records: flattening, removal of fasteners, and others. Clear and well-illustrated.

National Technical Information Service, Department of Commerce, 5285 Port Royal Road, Springfield VA 22161. Cite NTIS Order #PB90/168733. \$15 paper, \$8 microfiche.

Ritzenthaler, Mary Lynn, Gerald J. Munoff, and Margery S. Long. *Archives & Manuscripts: Administration of Photographic Collections*. SAA Basic Manual Series. Chicago: Society of American Archivists, 1984. 173 pages.

Addresses all aspects of managing photographic collections, from appraisal and accession through research and publication. Preservation specifically addressed in one chapter, but pervades the book.

SAA, 600 South Federal Street, Chicago IL 60605. (312) 922-0140. \$23 non-member; \$18 members, plus shipping.

Swartzburg, Susan G. ed. *Conservation in the Library: A Handbook on Use and Care of Traditional and Nontraditional Materials*. Westport CT: Greenwood Press, 1983. 234 pages.

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Essays on the care and handling of a wide range of library materials. Especially useful ones on photographs, slides, microforms, motion picture film, videotape, sound recordings, and videodiscs.

Greenwood Press, Attention: Order Department, 88 Post Road West, P.O. Box 5007, Westport CT 06881. (203) 226-3571. \$39.95.

Trinkley, Michael. *Can You Stand the Heat? A Fire Safety Primer for Libraries, Archives and Museums*. Atlanta: Southeastern Library Network, 1993.

Solid introduction to all fire detection and suppression devices used in repositories, with analysis of their benefits and features. Anticipated publication date: mid-1993.

SOLINET Preservation Program, 1438 W. Peachtree Street NW, Suite 200, Atlanta GA 30309-2955. (800) 999-8558. Cost not yet determined.

### **Serial Publications**

*The Abbey Newsletter*. Bimonthly.

Excellent information on preservation and conservation, plus timely news of educational programs, publications, supply sources.

Abbey Publications, 7105 Geneva Drive, Austin TX 78723.  
(512) 929-3992. \$45 institutions; \$37 individuals.

*CAN: Conservation Administration News*. Quarterly.

Case studies and descriptive articles about program development, workshop announcements, conference reports, reviews.

McFarlin Library, University of Tulsa, 600 South College Avenue, Tulsa OK 74104. \$24.

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

Excellent source for news on national and international preservation activities, especially in reformatting, bibliographic control, and research and development. Especially useful for administrators. Those on the mailing list also receive the Commission's many, excellent reports.

Commission on Preservation and Access, 1785 Massachusetts Avenue, NW, Suite 313, Washington DC 20036. (202) 483-7474. Free.

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# Appendix C: OCLC

Information on OCLC presented here is in part from "OCLC at a Glance," OCLC publication number 2012a:

OCLC Online Computer Library Center, Inc. is a nonprofit membership organization providing computer-based services to libraries, other educational organizations and their users.

More than 14,000 libraries worldwide are OCLC members. The OCLC Online System is used for cataloging, interlibrary loan, collection development, bibliographic verification, reference searching and also for recording preservation information.

The Online Union Catalog, which began to operate in 1971, now has more than 25 million bibliographic records. About 2 million records are added yearly.

Libraries join OCLC through regional networks, which provide member libraries with training, technical assistance and information on OCLC products, systems and services. By contributing current cataloging to the catalog, a library has full membership and a voice in OCLC governance.

OCLC and the Regional Networks work together through RONDAC, the Regional OCLC Network Directors' Advisory Committee.

RONDAC is developing a preservation program through SOLINET, one of the regional networks. SOLINET will offer training-the-trainer workshops and other preservation services to networks that buy into the preservation program.

OCLC issued the *OCLC Guide to Preservation Data* in 1991. It helps OCLC users understand how to locate and input preservation data in OCLC cataloging and interlibrary loan records.

The *Guide* also describes the KPMP Preservation Union List Group. "KPMP" is an OCLC symbol standing for "Keep, Preserve, Maintain, Protect." The foreword to the *Guide* mentions briefly the planned RONDAC Preservation Program.

For more information, contact your OCLC-affiliated Regional Network or call OCLC Marketing Services at (800) 848-5878.

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# Appendix D: Glossary of Terms

**Acid-free\*** In chemistry, materials that have a pH of 7.0 or higher. Sometimes used incorrectly as a synonym for alkaline or buffered. Such materials may be produced from virtually any cellulose fiber source (cotton and wood, among others) if measures are taken during manufacture to eliminate active acid from the pulp. However free of acid a paper or board may be immediately after manufacture, over time the presence of residual chlorine from bleaching, aluminum sulfate from sizing, or pollutants in the atmosphere may lead to the acid formation unless the paper has been buffered with an alkaline substance.

**Alkaline\*** Alkaline substances have a pH over 7.0. They may be added to materials to neutralize acids or as an alkaline reserve or buffer for the purpose of counteracting acids that may form in the future. A buffer may be added during manufacture or during the process of deacidification. While a number of chemicals may be used as buffers, the most common are magnesium carbonate and calcium carbonate.

**ANSI** American National Standards Institute. This non-profit organization works with private US companies to develop voluntary-compliance standards. It also works with international standards groups.

**Archival; archivally sound\*** A non-technical term that suggests that a material or product is permanent, durable or chemically stable, and that it can therefore safely be used for preservation purposes. The phrase is not quantifiable; no standards exist that describe how long an “archival” or “archivally sound” material will last.

**Brittle paper** Paper that has become yellowed or discolored due to the acids used in the paper making process, and perhaps due to exposure to light, fluctuations in temperature and humidity, or other environmental storage conditions. Brittle paper has lost its strength and flexibility. The paper breaks after two or three double corner folds.

**Conservation\*** The treatment of library or archive materials, works of art, or museum objects to stabilize them chemically or strengthen them physically, sustaining their survival as long as possible in their origi-



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nal form. See also Preservation. [A Conservationist therefore is one who treats library or archive materials, works of art, or museum objects to stabilize them chemically or strengthen them physically.]

**Deacidification\*** A common term for a chemical treatment that neutralizes acid in a material such as paper and deposits an alkaline buffer to counteract future acid attack. Deacidification technically refers only to the neutralization of acids present at the time of treatment, not to the deposit of a buffer. For this reason, the term is being slowly replaced with the more accurate phrase “neutralization and alkalization.” While deacidification increases the chemical stability of paper, it does not restore strength or flexibility to brittle materials.

**Disasters** In library and archival literature, any unexpected man-made or natural event that physically threatens a collection.

**Durability\*** The degree to which a material retains its physical properties while subjected to stress, such as heavy use. To say that a material is durable suggests that it has a high initial strength.

**Encapsulation\*** A form of protective enclosure for papers and other flat objects. Involves placing the item between two sheets of transparent polyester film that are subsequently sealed around all edges. The object is thus physically supported and protected from the atmosphere, although it may continue to deteriorate in the capsule. Because the object is not adhered to the polyester, it can be removed simply by cutting one or more edges of the polyester.

**Historic Preservation** A phrase associated with the restoration and protection of historic buildings.

**Incidents** Small-scale disasters.

**LAPnet** Los Angeles Preservation Network. A cooperative preservation program that has had significant experience in responding to disasters.

**Last copy depository** In libraries, this phrase describes a place where the last known copy of a title will theoretically be kept in perpetuity.

**NEDCC** Northeast Document Conservation Center, a regional conservation center located in Andover, Massachusetts. NEDCC produces many fine leaflets and publications on preservation topics and offers workshops, in addition to conservation services and preservation microfilming services.

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**NISO** National Information Standards Organization. NISO develops voluntary technical standards for publishers, libraries and other information technology groups. In recent years, many standards relating to preservation have been drafted by NISO committees. NISO standards are accredited by ANSI.

**Object** A three-dimensional artifact or a naturally-occurring entity. Replicas of artifacts are also objects.

**Permanence\*** Ability of a material to resist chemical deterioration, but not a quantifiable term. Permanent paper usually refers to a durable alkaline paper that is manufactured according to ANSI Standard Z39.48–1984 Permanence of Paper for Printed Library Materials. Even so-called permanent materials depend for their longevity upon proper storage conditions.

**Preservation\*** Activities associated with maintaining library, archival or museum materials for use, either in their original physical format or in some other format. Preservation is considered a broader term than Conservation. [A Preservationist then is one who performs activities associated with maintaining library, archival or museum materials for use, either in their original format or in some other format.]

**Preservation microfilming** Defined by the Research Libraries Group as “the process of reproducing, in reduced size, the intellectual content of library and archival materials on film, following accepted standards, specifications and guidelines that describe how to achieve an optimal quality bibliographic and technical product.” See *RLG Preservation Microfilming Handbook*, 1992, page 1.

**Preservation photocopying** Photoduplication onto permanent paper, using a photocopy machine that produces a thermoplastic image by heat and pressure fusing through electrostatic charges. This involves testing the machine regularly to ensure that the image meets standards.

**Realia** An artifact or a naturally-occurring entity, but not a replica.

**RONDAC** An acronym that stands for “Regional OCLC Network Directors Advisory Council.” See also a description of OCLC on page 46.

\*Definitions marked with an asterisk were developed by the Library/Vendors Task Force of the ALCTS Preservation Section, and are found in *ALCTS Newsletter*, volume 1, number 2, 1990, pages 14-15. According to the introduction, these definitions are intended “as a collection of ‘brief explanatory notes,’ not a series of technical definitions.” These definitions are used with permission of the American Library Association.

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# Photo credits

The Preservation Committee thanks the following organizations for granting permission to use photographs from their collections in this publication:

- Johnson County Archives and Records Management Program (photo on page 16).
- Kansas State Historical Society (cover, plus photos on pages iv, v, 7, 13, 20, 23, 24, 28, 29, 31 and 34).
- Kansas Collection at the University of Kansas Libraries (photo on page 19).
- Special Collections, Wichita State University Library (photos on pages 3, 10, 22 and 32).

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# Notes



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# Notes



