



PRESERVATION SURVEY

Anonymized Client Sample

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EXECUTIVE SUMMARY - EXCERPT

Key actions needed to respond to the findings of this report include:

1. To guide all collection-related activities, the development of an Archival Collections Policy and De-accession Plan will be a critical step in assuring that the Archives collects materials which are central to its mission in the future. Policy-based collecting, rather than accumulation, must be the goal of all archives during this explosive growth period for information resources. And, development of processing and accession plans with specific schedules will help to overcome processing backlogs and assure that new material which comes to the Archives is processed and preserved. Development of these policies will be helpful for new archival staff, students, and volunteers when current staffing is increased.

2. Establish a collection handling or preservation strategy and workflow for all newly acquired archival collections that will allow for isolation of all newly accepted materials for adequate review for any mold, pest, or condition problems. The consultant realizes it is not possible to process all incoming collections immediately upon arrival, so this step is to allow isolation of any incoming material which might have condition problems until adequate review of the material is possible. The review area does not need to be a large room; it can be a well-ventilated closet, work area, or even temporary storage area which staff can check often.

3. The shelving of materials throughout the Archival facility can be improved. Initial steps can include getting materials off the floor as much as possible. As possible, "reunification" of collections, so that similar collection materials are stored in the same room or area, should be a goal of the Archival staff (for instance, having all Arts-related material in one room, all sports-related material in another, and all audiovisual materials in the same area). As possible, when budget allows or through a grant, the Library should consider purchasing compact shelving to increase the amount of materials which can be stored on shelves (and better protected from dust, dirt, and other elements) in the Archives.

4. Write a "Digital Collection Development Policy" to prioritize key materials in the Archives collection to be digitized as soon as funding and staffing allows. Build the organization's digital program through work with statewide efforts in Ohio, and other multi-institutional,

collaborative digitization efforts.

5. The Library and Archives have developed one of the most successful Digital Commons programs this consultant has seen. Because of the work of the Digital Librarian, it has been adopted campus-wide. Since the service is used so widely, University Administration should strongly consider providing financial support for the Digital Commons, which will also relieve the Library's budget of annual increases from the service's vendor. Additionally in the digital program, continue to explore digital preservation issues, and consider utilizing the collaborative/distributed digital preservation solutions which are beginning to appear.

6. Further revise and develop the Library's excellent disaster mitigation plan for the collections. File a copy of the completed plan with campus security and with City emergency personnel (fire and police departments).

7. Begin a more comprehensive Environmental Monitoring Program, including addition of further monitoring equipment, logging of environmental levels, and close attention to the areas of the archives which are mentioned in this report as problematic for heat, humidity, and light issues. Some of these monitoring activities can be run day-to-day by students or volunteers once new equipment is placed.

8. Collaboration is key for successful preservation and digitization projects. The University Archives can collaborate with groups on campus, locally, at area/regional academic libraries, and throughout the state on programs to address important collections and to save the participating institutions money.

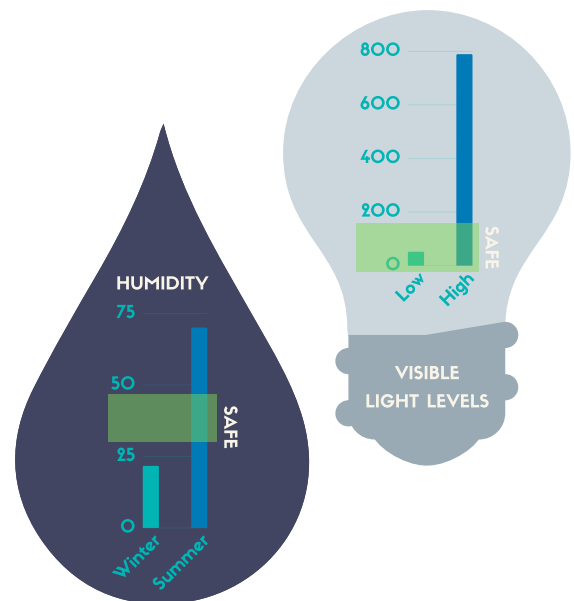
9. For all of the work described above and throughout this report, additional staffing for both the Archives and Digital Program must be considered over the next two-three years. Models explained in the report can help to relieve the backlog and overcrowding in the Archives area and can help the Digital Program continue to grow and be sustainable.

PHYSICAL STRUCTURE - EXCERPT

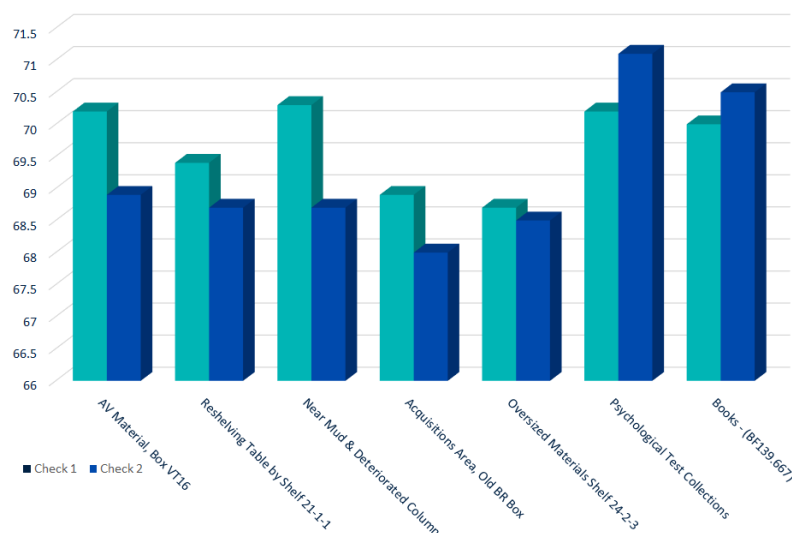
temperature & relative humidity

The Heating, Ventilation, and Air Conditioning (HVAC) unit is an important component to a good building environment.

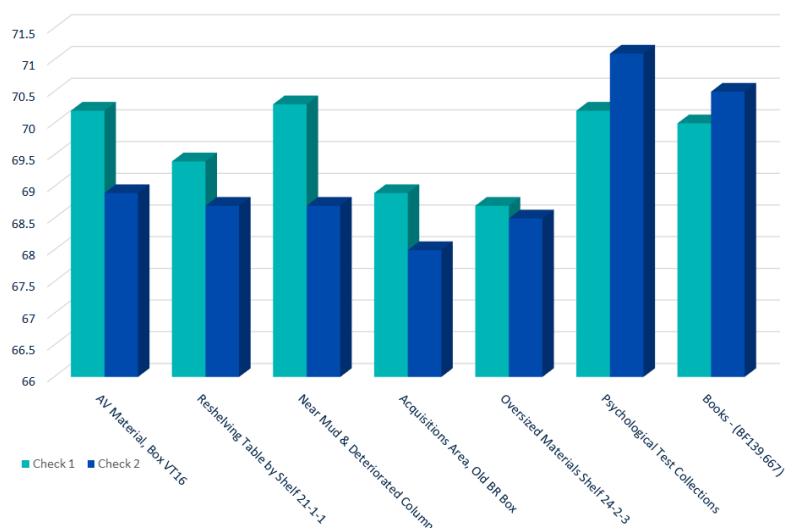
Temperature (T) and relative humidity (RH) were measured at various points where Archives and archival collections are located. Targeted levels for all Archives environments are stable temperatures between 68-72 degrees F, and relative humidity of 35-45%, but no higher than 55%. On the day of the site visit, temperature and relative humidity readings were recorded twice (once each in the morning and afternoon), to determine fluctuations of conditions during the consultant's visit to the main Archives facility. The tables below represent environmental levels during the time period of the site visit.



Main Archival Storage Temperature



Main Archival Storage Relative Humidity



Want to Learn More? Contact our Subject Matter Experts.

Environmental Assessment & Preservation

The largest risk to cultural heritage collections is its stored environment. Our team works with your organization to determine how building issues, collection storage, collection condition, and existing policies are impacting the safety and long-term sustainability of your library, archival and museum collections.

Recommendations from our project can include new policy development, potential funding sources, and specific storage and preservation tips for both physical and electronic formats.



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