INF 393C: Preservation Science and Practice
Fall 2021
Unique Number: 28955

Instructor: Sarah Norris
Email: sarah.norris@ischool.utexas.edu
Lab: UTA 1.506B
Office: UTA 5.422
Phone: (512) 471-8286
Office hours: Wednesdays, 10 AM - noon, by appointment
Canvas: https://utexas.instructure.com/courses/1313722

Course Meeting Times
Wednesdays, 12 PM - 3 PM

Course Description
Ever wondered how libraries and archives safeguard historical materials for future generations? Preservation is the answer. In this course, students learn collections care strategies that enable today’s information stewards to protect our growing cultural record. Scientific foundations and practical exercises will address common preservation challenges, such as environmental control, mold, insects, pollutants, and light damage. Modern topics in health, safety, and sustainability will highlight the developing nature of the field. Students will evaluate preservation risks for books, paper, electronic media, and other collections materials.

Learning Objectives
By the end of this course, students should be able to:

- Understand foundational mechanics of HVAC
- Evaluate environmental conditions using a sling psychrometer
- Use the psychrometric chart to assess preservation impact
- Apply current sustainability standards to collections storage environments
- Collect and evaluate data on temperature, relative humidity, and light exposure
Course Requirements

There are no prerequisites for this class. Students are expected to attend all classes and complete all reading assignments before each class meeting. There may be one or more off-site class meetings.

Required Texts


This free, online text was developed by NEDCC with funding from IMLS, the Institute for Library and Museum Services. The text is used with NEDCC’s “Preservation 101” class. We will use it as a backbone for our course, and supplement its introductory material with additional readings.

All other course readings are available in the Files section of our Canvas page or online.

Assignments

Please submit all assignments via Canvas unless otherwise instructed. All assignments are due by the beginning of class on the due date. If you have a legitimate reason for an assignment to be late, please discuss it with me as early as possible.

*Participation (15 pts)*
Assigned Week 1; completed throughout the semester.
Students will be responsible for leading class discussion of assigned readings or topics on one class day. Discussion should include brief synopses of readings, relevance within preservation workflows, and several questions to spur engagement among classmates. Your presentation will serve as a springboard for our class discussion. Your participation grade will stem from your discussion leadership and active participation in the class.

*Environmental Data Report (8-10 pages) (20 pts)*
Place monitors Week 4; Report Assigned Week 6; due Week 8.
The class will place environmental monitors in approximately five locations in UTA to record data for two weeks. Using our shared data, write an individual report to summarize your findings (use graphs) and assess the suitability of the observed areas for archives storage. Your analysis should include the following:

- Use the psychrometric chart to determine environmental parameters beyond temperature and RH in these areas. Conduct this analysis as useful for your data (ex: for a common temperature and RH pairing in each location.)
- Use the Image Permanence Institute Dewpoint Calculator (online) to determine the materials risks for these areas, including the Preservation Index and risks of mechanical damage, mold, and metal corrosion.
- Consider the following analysis questions:
  - Are the areas you measured safe for collections storage? For what kinds of materials? (Cite references as necessary.)
  - What types of damage might you observe in paper-based materials stored in these areas? What other observations can you make?
  - Do you think the same air handler services all the areas you examined? (Hint: consider dewpoints in different areas. See IPI’s Step-by-step Workbook: Achieving a Preservation Environment for Collections.)

**Exhibit Lighting Recommendations Report (8-10 pages) (20 pts)**

Place tests Week 1; report assigned Week 9; due Week 10.

Choose three to five sample collection materials from the lab. Arrange them, half-covered, along with a blue wool card, also half-covered, under the fluorescent lights in the UTA 1.506 exhibit area. Use a light meter to measure the illumination and UV in the area. Begin the test in Week 1 and let it run through Week 9. Check your samples at least weekly to record the time of first-observable fade.

Now, imagine you work with a curator who wants to display materials like these in an upcoming exhibit. Write a report for your curator describing the materials and assessing their lightfastness using the blue wool card and the total calculated light exposure. Make recommendations for acceptable light levels and exhibit duration. Refer to your blue wool test card and light readings to support your case. Use the guidelines from our class readings (Wagner, Colby, UD ASTM, etc.) to supplement your findings. Please check with Sarah if you need help identifying substrates or media in your samples.

Consider the following questions in your analysis:

- How did your materials perform in your fading test as compared with a blue wool card? (Describe the test parameters.)
- Can you place your materials on proposed light sensitivity scales, as relevant? (Consider Wagner/McCabe/Lemmen, Colby, or UD ASTM.) Does the calculated total light exposure in your fading test support this assessment?
- How long could you reasonably display your materials, and under what brightness? Suggest several display plans. (Recall that a shorter, brighter display yields the same cumulative exposure as a longer, dimmer display.)
- How frequently might you recommend displaying your materials? (See Wagner/McCabe/Lemmen and others.)
What might be the consequences of displaying your materials too long? (Cite references for specific materials as needed.)
What display alternatives could you propose, if needed?

**Mold Prevention Report (6-8 pages) (20 pts)**
Report assigned Week 10; due Week 12.
Read the short selection “Case Study Two: A Whiff of Mold? It Can’t Be!” from Miriam Kahn’s *Disaster Response and Planning for Libraries* (see Canvas.) Acting as an independent preservation consultant, formulate a set of proactive maintenance guidelines for staff at the discussed library to prevent another mold outbreak. Address issues of facilities maintenance and preservation practice. Include prioritized recommendations to help collections managers assess impact and required resources. Support your recommendations with references as needed.

**Final Report: RFP for a Preservation Storage Facility (page length as needed) (25 pts)**
Assigned Week 13; due last class day (12/6).
A Request for Proposals (RFP) is a business document soliciting vendors to bid on contracted work. Students will write an RFP seeking a general construction contractor to build a new library and archives preservation storage facility. The RFP should include specific project description, scope, and goals. It should address environmental controls, HVAC, building envelope, lighting, pest management, and other issues. RFPs will be evaluated for clarity and thoroughness of presentation, assuming an audience of prospective vendors who do not have a background in libraries, archives, or preservation.

For this project, assume your varied collection includes books, manuscripts, photographs, and audiovisual materials. You’re seeking a 20,000 square foot facility on land your institution owns in the Austin area.

Sections in the RFP must include the following (and may include others as needed):
**Project Introduction:** Briefly summarize your institution and project goals
**Scope of Services:** Provide detailed descriptions of the features you want in your building. You may cite references or draw diagrams as needed to better explain preservation requirements to prospective vendors.
**Proposal Requirements:** Describe what the vendor’s submission should look like. Do you want to see past experience? References? How can the vendor demonstrate they are the best candidate for you?
**Evaluation of Proposals:** Describe how you will evaluate submitted proposals. You might devise a point system or other evaluation mechanism. Be sure your evaluation scheme accurately reflects your priorities, and that it’s clear and transparent enough to protect you from any appearance of favoritism.

**Evaluation and Writing Guidelines**
I will use the following schedule as the basis for calculating grades: A=95-100, A-=90-<95, B+=85-<90, B=80-<85, B-=75-<80, C+=70-<75, C=65-<70, C-=60-<65, F=<60. Grades will be reduced by 2 points for every day they are late unless prior arrangements have been made.
In your assignments, please strive for accurate, concise, and well-organized writing that showcases your understanding of the topics at hand. My primary goal is to assess your mastery of these topics, rather than your writing. However, if your writing hinders the successful communication of your understanding, I will then grade writing by necessity. For writing assistance, please see the University Writing Center.

A few writing tips specific to this class:
- Include your last name and assignment name in your file title.
- Use double spacing.
- Use APA Guidelines for citations.
- Strive for clear topic sentences and closing statements.
- Ensure that your sentences and paragraphs build sequentially upon one another.
- Use fewer words whenever possible.
- Avoid using scare quotes whenever possible.
- Use single quotes in only one instance: a quote inside a quote.
- Use ellipses only to indicate words or ideas omitted for brevity.
- Be precise with pronouns, especially the word “they.” APA Guidelines tell us:
  - “He/him/his” and “she/her/hers” are singular and gendered.
  - “They/their” is plural.
  - “They/their” may also be singular in several special cases:
    - When a singular person identifies with more than one gender. Ex: Casey is a gender-fluid person. They are from Texas and enjoy tacos.
    - When gender is unknown. Ex: The cup of coffee is theirs. (His? Hers? We don’t know.)
    - When it’s bulky and awkward to say “he or she,” “him or her,” or “his or hers.” Ex: Each child played with their (instead of “his or her”) parent. Please note, this usage is the least formal, and there’s often a way to write around it.

UT Notices and Announcements

University of Texas Honor Code
Every student is expected to abide by The University of Texas Honor Code, which should be read and understood before taking any class. It can be found here: http://www.engr.utexas.edu/undergraduate/forms/462-university-of-texas-honor-code

Policy on Academic Integrity
Plagiarism will not be tolerated. You may fail the course, and/or be dismissed from the School of Information and/or the University if you are found plagiarizing. UT has a tutorial describing plagiarism here: http://www.lib.utexas.edu/services/instruction/learningmodules/plagiarism/

Documented Disability Statement
A student with a documented disability who requires academic accommodations should contact Services for Students with Disabilities at 512-471-6259 (voice) or 512-232-2937 (video phone) or http://diversity.utexas.edu/disability/ Please let me know about anything that will help you succeed whether or not it is related to any disability.
**Official Class Correspondence**
E-mail is recognized as an official mode of University correspondence. Please maintain ongoing, current familiarity with class communications via email, and contact me for any needed clarification.

Additionally, our class uses Canvas to host readings, post announcements, submit assignments, and return grades. You are welcome to message me directly through this platform.

**Land Acknowledgement**
We would like to acknowledge that we are meeting on Indigenous land. Moreover, (I) We would like to acknowledge and pay our respects to the Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Lipan Apache, Alabama-Coushatta, Kickapoo, Tigua Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas, here on Turtle Island.

**Personal Pronoun Preference**
Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student’s legal name, unless they have added a “preferred name” with the Gender and Sexuality Center, which you can do so here: [http://diversity.utexas.edu/genderandsexuality/publications-and-resources/](http://diversity.utexas.edu/genderandsexuality/publications-and-resources/). I will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the gender pronouns you use (she/he/they/ze, etc). Please advise me of any changes early in the semester so that I may make appropriate updates to my records. For instructions on how to add your pronouns to Canvas, visit [https://utexas.instructure.com/courses/633028/pages/profile-pronouns](https://utexas.instructure.com/courses/633028/pages/profile-pronouns).

**Religious Holy Days**
By UT Austin policy, you must notify me of your pending absence as far in advance as possible to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

**Title IX Reporting**
Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university’s relevant policies.

Faculty members and certain staff members are considered “Responsible Employees” or “Mandatory Reporters,” which means that they are required to report violations of Title IX to the
Title IX Coordinator. **I am a Responsible Employee and must report any Title IX-related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me or with any faculty or staff member about a Title IX-related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email advocate@austin.utexas.edu For more information about reporting options and resources, visit the Title IX Office or email titleix@austin.utexas.edu.

**Class Recordings**
Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

**Online Class Components**
All students must use a UT Zoom account in order to participate in classes, office hours, and any UT affiliated events.

**Sharing of Course Materials is Prohibited**
No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. It is a violation of the University’s Student Honor Code and an act of academic dishonesty. The University is well aware of the sites used for sharing materials, and any materials found on such sites that are associated with a specific student, or any suspected unauthorized sharing of materials, will be reported to Student Conduct and Academic Integrity in the Office of the Dean of Students. These reports can result in sanctions, including failure of the course.

**Classroom Safety and COVID**
To help preserve our in-person learning environment, the university recommends the following.

- Adhere to university mask guidance. Masks are strongly recommended inside university buildings for vaccinated and unvaccinated individuals, except when alone in a private office or single-occupant cubicle.
- Vaccinations are widely available, free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated.
- Proactive Community Testing remains an important part of the university’s efforts to protect our community. Tests are fast and free.
- The university has determined that all students coming to campus for the fall semester must receive a viral COVID-19 test in their local community within 72 hours prior to arrival in Austin for move in. If they already reside in Austin, they must test within 72 hours of moving into the residence where they will reside for the academic semester. Finally, individuals who are already living in the residence in Austin where they will reside this academic semester should test within 72 hours (3 days) prior to the start of class on Aug. 25.
We encourage the use of the Protect Texas App each day prior to coming to campus.

If you develop COVID-19 symptoms or feel sick, stay home and contact the University Health Services’ Nurse Advice Line at 512-475-6877. If you need to be absent from class, contact Student Emergency Services and they will notify your professors. In addition, to help understand what to do if you have been had close contact with someone who tested positive for COVID-19, see this University Health Services link.

Behavior Concerns and COVID-19 Advice Line (BCCAL) remains available as the primary tool to address questions or concerns from the university community about COVID-19.

Students who test positive should contact BCCAL or self-report (if tested off campus) to University Health Services.

Visit Protect Texas Together for more information.

Course Schedule https://registrar.utexas.edu/calendars/21-22

Week 1: 8/25 (Please note: each week’s readings must be completed before class for discussion during class.)
Introduction to Preservation and Paper-Based Materials
-Introduce class and syllabus
-Become acquainted with lab access and safety
-Select students to lead discussion on each week’s readings
-Discuss readings and view relevant archives materials
-Start fade test, to conclude in Week 9

Readings

Week 2: 9/1
Introduction to Paper Chemistry; Temperature and Relative Humidity
-Lecture & discussion: paper chemistry and analytical techniques (Daniels, AIC Wiki)
-Discuss environmental storage guidelines (NEDCC; Wilson) - student
-In-class exercise: papermaking

Readings
page for now, and keep it as a reference for the analytical techniques you’ll encounter in readings throughout the semester.


This chapter introduces many interrelated topics we will explore in further detail in the coming weeks. This week, focus especially on “The Storage Environment.”


**Week 3: 9/8**

**HVAC and Buildings: Creating Controlled Environments**

- Lecture and discussion: HVAC mechanics and standards (Padfield; Conrad)
- Discuss readings on preservation issues in building design (NEDCC, Ogden, NARA) - student
- In-class exercise: The class will make a simple air-conditioner. Then we will brainstorm and test design modifications to produce lower RH and/or temperature. This exercise will demonstrate some of the fundamental properties that underlie climate control for preservation.

**Readings**


**Week 4: 9/15**

**The Psychrometric Chart: Evaluating Environment the Analog Way**

- Lecture & discussion: Using the psychrometric chart
- In-class exercise: student pairs use the psychrometric chart to solve word-problem-style questions.
- Discuss application of environmental parameters (Mecklenburg) - student
- Plan and launch environmental monitors for Environmental Data Report

**Readings**


Relative Humidity Table (See Canvas.)

Mecklenburg, M.F., 2007. Determining the acceptable ranges of relative humidity and temperature in museums and galleries. Smithsonian Museum Conservation Institute, Suitland, MD.

**Week 5: 9/22**

**HVAC and Psychrometrics in the Real World**

**Guest Speaker: Joe Reyes, Principal, MEP Engineering**

-Joe Reyes will share his experiences designing HVAC at cultural institutions; discuss how preservation staff and HVAC engineers can communicate effectively; and much more.

**Week 6: 9/29**

**Environmental Data Gathering**

-Discuss readings - student

-Demonstrate and discuss environmental monitors: hygrometer, sling psychrometer, aspirating psychrometer, dataloggers

-Explore Dewpoint Calculator

-Gather environmental monitors; make a plan to share data with class

-Assign and begin working on Environmental Data Report as time allows.

**Readings**


Iowa Department of Transportation. *Determining Relative Humidity with a Sling Psychrometer.* See Canvas.

**Week 7: 10/6**

**Pollutants and Acidity**

-Discuss pollutant and dust readings (Wilson; Grzywacz; Lloyd) - student

-Lecture and discussion: acid degradation (Dupont & Shahani)
-In-class exercise: investigate the acidity of varied collection materials and collection storage materials.

Readings
Wilson, W.  NISO TR-01 1995: *Environmental Guidelines for the Storage of Paper Records.* 1995: NISO Press, Bethesda, MD. Revisit this source from Week 2 and focus on Section 2.3, Gaseous Contaminants; Section 2.4, Particulates; and Section 5, Air Contaminants.

Week 8: 10/13
Assignment Due: Environmental Data Report
Fundamentals of Light, Color, and Fading
- Lecture and discussion: color science and the blue wool standard
- In-class exercise: The Light and Color Petting Zoo

Readings

Week 9: 10/20
Assessing and Preventing Light Damage
- Discuss readings - student
- View previous fading tests
- Practice cumulative light exposure calculations
- In-class exercise: evaluate fade testing results (started Week 1.) Record light levels at test site.
- Assign and begin work on Exhibit Lighting Recommendations Report.

Readings


**Week 10: 10/27**

*Assignment Due: Exhibit Lighting Recommendations Report*

Eek: Mold!

**Guest Speakers:** Tonia Wood (Reference Archivist,) Peggy Price (Education & Outreach Officer,) and Heather Hamilton (Conservator) from the Texas State Library and Archives Commission: 1:30 PM, at TSLAC if they’re open to the public, or via Zoom.

- Discuss readings - student
- TSLAC speakers will share their preservation and access strategies for mold-damaged materials
- Assign Mold Prevention Report

*Readings*


**Week 11: 11/3**

Eek: Pests!

**Guest Speaker:** Alan Van Dyke, Senior Preservation Technician, Harry Ransom Center

- Discuss readings - student
- Alan Van Dyke will discuss his experiences with IPM and facilities management

*Readings*


- Pest Fact Sheets: [https://museumpests.net/identification/identification-pest-fact-sheets/]
- Identification Image Library: https://museumpests.net/identification/identification-image-library/


**Week 12: 11/10**

**Assignment Due: Mold Prevention Report**

**Health & Safety**
- Lecture and discussion: understanding chemical labels and guidelines; respirators & PPE
- Demonstrate lab health and safety features; proper use of PPE
- Discuss readings (Pettigrew; Bolstad-Johnson; Tedone) - student
- In-class exercise: Adopt-A-Chemical - use labels and guidelines to assess risks

**Readings**


Centers for Disease Control and Prevention. *PPE Sequence.* CS250672-E.


Week 13: 11/17
Sustainability
-Discuss readings - student
-In-class exercise: using hairdryers to explore environmental impacts of insulation and buffering
-Assign RFP

Readings

Thanksgiving Holiday, 11/24 – 11/28

Week 14: 12/1
Varied Media, Varied Risks
-Lecture and discussion: Plastics in Archives Media
-Discuss readings (preservation and storage for photos, audio, film, and plastic artifacts) - student
-In-class exercise: student teams assume curatorial roles over varied collections materials in a fictional institution. Through a group decision-making exercise, the teams formulate facilities and storage priorities for their institution’s director.

Readings


12/6: Last Class Day

*Assignment Due: Final Report: RFP for a Preservation Storage Facility.*