

Valdosta State University
Master of Library and Information Science Program
MLIS-7730 Preservation
Fall 2015

Syllabus
Three Credit Hours

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Office hours: By appointment, online or via telephone.

Course Description:

This course introduces the student to the fundamental principles of preservation in a library and/or archival context. It covers preservation management, the nature and deterioration of library materials, collection care, analog and digital reformatting, conservation considerations, disaster planning, and issues in digital preservation.

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

MLIS Program Objectives (PO)

Graduates of the MLIS Program will:

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

Preservation Student Learning Outcomes (SLO):

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

- SLO1.** Explain the issues underlying the preservation of analog and digital objects (PO 2, PO 3)
- SLO2.** Apply condition and environmental surveys (PO 2)
- SLO3.** Draft a preservation plan (PO 1, PO 2)
- SLO4.** Define the key terminology in library and archives preservation (PO 1, PO 4)
- SLO5.** Explain the handling of fragile material and collections (PO2, PO 3)
- SLO6.** Interpret key library and archives preservation professional literature (PO3, PO 4)

Required Textbook:

Gorman, G. E. (Editor), Shep, Sydney J. (Editor). *Preservation management for libraries, archives and museums*. Facet Publishing, 2006. ISBN-10: 1856045749; ISBN-13: 978-1856045742.

NOTE: Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at

<http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>

- Additional materials posted in BlazeView or in Odum Library Electronic Reserve.

Online Resource Materials:

- Other online resource materials will be assigned as needed.

Assignments: (70 points)

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

Assignment 01: Collection Self-Assessment

Assess the level of preservation activity in your library or archives. Establish a benchmark of where your library is now and where you would like it to be in the future. Identify missing elements in your library preservation activities.

Value 20 points. DUE SATURDAY 9/5 BY MIDNIGHT.

Assignment 02: Disaster Plan

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

Value 25 points. DUE SATURDAY 10/17 BY MIDNIGHT.

Assignment 03: Preservation Plan

Create a preservation plan for your library. It should address the research materials to be preserved; research product which is of value to the larger preservation community; the education and/or training provided to the staff; and the capital support for the project. The length of the project may not exceed three years. Provide a time-line (Gant Chart) for the entire project.

Value 25 points. DUE SATURDAY 12/5 BY MIDNIGHT.

Graded Discussions: (10 points)

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

Research Paper: (20 points)

Write a research paper (8-10 pages) on one of the following topics: (a) a defensible argument for or against a specific preservation approach, including, but not limited to, the National Preservation Microfilming program, library binding, paper splitting, digitization, reformatting, migration, etc.; or (b) argue convincingly for or against the need to preserve material culture within libraries in the digital age; or (c) argue convincingly for or against the need to preserve social media (Facebook, Twitter, blogs, etc.) within libraries in the digital age.

Value 20 points. DUE SATURDAY 11/7 BY MIDNIGHT.

Grading Scale

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

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

Standards for core courses:

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

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

Attendance:

This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required presentation within WIMBA. If required, the presentations will be scheduled in consultation with class members. There may be regularly scheduled WIMBA sessions with optional attendance.

Technical Requirements:

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

Writing Mechanics and Tips:

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

Communication:

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

Academic Honesty:

An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification. Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification. Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner.

All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. The **Guide to Ethical Conduct** is a booklet created for VSU MLIS students: please refer to <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/GuidetoEthicalConductWebversion.pdf>. It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/documents/student-handbook.pdf#page=71>.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary. Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

Turnitin

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

Distance Learning Support:

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

Accommodations Statement:

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

Compliance Statement:

Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. **It is understood that the instructor may adapt or**

change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester.

General Course Outline and Schedule:

Date	Module	Unit	Topic	Assignments
8/18 (TUES)	1	Unit 1: Introduction	<i>01 - Historical contexts for preservation</i>	
8/25 (TUES)	2	Unit 2: Preservation Management and Planning	<i>02 - Collection assessment</i>	
9/1 (TUES)	3		<i>02 – Preservation program planning</i>	A01 – Collection Self-Assessment DUE SAT 9/5
9/8 (TUES)	4		<i>02 – Integrating preservation</i>	
9/15 (TUES)	5	Unit 3: Preservation	<i>03- Preserving print materials</i>	
9/22 (TUES)	6		<i>03 – Preserving non-print materials</i>	
9/29 (TUES)	7		<i>03- Care and handling of print and non-print materials</i>	
10/6 (TUES)	8		<i>03- Creating a preservation environment - facilities</i>	
10/14 (WED)	9	Unit 4: Emergency Preparedness	<i>04 – Disaster recovery</i>	A02 – Disaster Plan DUE SAT 10/17
10/20 (TUES)	10		<i>04 – Disaster planning</i>	
10/27 (TUES)	11	Unit 5: Reformatting and Digital Conversion	<i>05 – Reformatting as a preservation strategy</i>	
11/3 (TUES)	12		<i>05 – Digital conversion as a preservation strategy</i>	Research Paper DUE SAT 11/7
11/10 (TUES)	13		<i>05 – Issues and challenges preserving digital objects</i>	
11/17 (TUES)	14	Unit 6: Training and Education	<i>06 – Preservation training and education</i>	
12/1 (TUES)	15		<i>06 – Preservation advocacy</i>	A03 – Preservation Plan DUE SAT 12/5
12/7 (MON)	16	Unit 7: Class Wrap Up and Feedback		