

Physical Preservation CKG:

Charter and Roster

Revised CHARTER

Preservation Common Knowledge Group

JULY 2019

1. Summary

The Physical Preservation Common Knowledge Group (CKG) is a standing group of experts and pioneers in the areas of **physical conservation** and **preservation**. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

Our current documentation is available here: <https://wiki.library.ucsf.edu/display/UCLCKG/Preservation+CKG>. Documents produced by the group in previous years as the Preservation Advisory Group (PAG) can be found at <http://libraries.universityofcalifornia.edu/pag>.

2. Scope of work

The Physical Preservation CKG provides a forum for discussing physical conservation and preservation activities, binding, repair, disaster recovery, and environmental monitoring. This CKG will also contribute to broader collection management considerations, including shared print and retention decisions, within the scope of how these activities fit in a broader preservation strategy and how material condition and storage environment data affect decisions.

3. Key Responsibilities

The Physical Preservation CKG key responsibilities are to:

- Gather and share information about project opportunities, new technologies or practices, the broader analog conservation and preservation environment, and local campus developments
- Receive ideas from various UC constituents, discuss them, and assess their potential for new system-wide services and/or service improvements
- Develop and advance innovative ideas, services, and/or improvements relevant to the University of California Libraries Systemwide Plan and Priorities

- Take on other topics or strategic developments relevant to analog conservation and preservation within the limits of the CKG guidelines

4. Membership and Terms of Appointment

Roster

Email	Name	CAMPUS
kritchey@ucsc.edu	Katie Ritchey	Santa Cruz
ammeyer@ucsd.edu	Miyuki Meyer	San Diego
jdooley@ucmerced.edu	Jim Dooley	Merced
cmetzger@library.ucla.edu	Chela Metzger	Los Angeles
hannahbt@berkeley.edu	Hannah Tashjian	Berkeley
jneves@ucsd.edu	Jack Neves	San Diego
hwagner3@ucmerced.edu	Heather Wagner	Merced
skoller@ucdavis.edu	Sarah Koller	Davis
jshiroma@ucmerced.edu	Jerrold Shiroma	Merced

Membership is open to all levels of staff interested in and/or responsible for preservation or digital reformatting in the UC Libraries. This includes managers, project managers, and hands-on practitioners. To seek membership, interested parties should contact the chair. The group is open to librarians and staff representing the 10 UC campuses as well as members from the California Digital Library and UC Bindery.

The chair usually serves for two years and is drawn from the membership.

5. Communication responsibilities

The Physical Preservation CKG communication responsibilities are to:

- Respond to queries and requests received from UC Library Advisory Structure groups, as appropriate
- Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff
- Post and maintain a historical record of meeting minutes and reports, making them available to the UCL Advisory Structure
- Send suggestions to develop new ideas, services, or to improve existing operations, services, or practices to the UCL Advisory Structure

This CKG communicates regularly through these forums:

Listserv: physical-preservation-ckg-group@ucsc.edu

Wiki: In creation

6. Meetings

The CKG meets at least quarterly via phone conference, with irregular communication via the established email list.

Submitted by Katie Ritchey, Physical Preservation CKG Chair, July 2019