

# Preservation Advisory Group

## 2004/05 Annual Report

### **- Advise and respond to CDC, SOPAG, task forces, committees and other common interest groups on preservation issues.**

Respond to request from UCAC and Records Managers, Connie Williams for a preservation appendix to the UC records management schedule.

As may arise, respond to all issues raised by CDC that need a preservation perspective.

PAG's interest in supporting the work of campus records managers by providing specific preservation actions and priorities was discussed and endorsed at PAG's Fall Meeting 2004 and subsequently presented for consideration to Connie Williams, UCOP Manager for Records Management and Records Policy. PAG members continue to work one-on-one with their individual campus records managers to facilitate the preservation of vital University records.

### **- Advise on systemwide preservation activities related to CDL's responsibilities for preservation of digital collections.**

SOPAG requested B. Ogden to investigate development of an infrastructure for high volume digitization of the collections. The report was presented to SOPAG Chair John Tanno in September 2004 and shared with PAG at the September 2004 meeting. Following completion of the report, SOPAG asked Ogden to pursue a report recommendation to explore outsourcing high volume digitization services. A test project is underway with a final report expected by late Fall 05.

PAG invited Suzanne Samuels, the Manager of CDL's Digital Preservation Repository, to its Spring 2005 Meeting and received an update on the status of DPR policies and procedures and the NDIIP grant. PAG encouraged broad consultation within the UC libraries advisory structure regarding selection of DPR content and advised that UC bibliographer groups and CDC be involved in identifying appropriate digital objects for preservation. PAG will continue educating its members about DPR operations and policies at the fall 2005 PAG meeting.

### **- Advise on preservation policies and activities for shared print.**

Identify issues and goals for preservation of a UC Libraries collection.

Continue to define behaviors of types of shared collection as requested.

PAG continued to work closely with Nancy Kushigian, CDC liaison to PAG and CDL Director Of Shared Print Collections, regarding preservation aspects of various shared print projects. Several PAG members met with the Shared Print project staff Jeff Sundquist and Colleen Carlton during their campus site visits. PAG also shared via email the JSTOR preservation guidelines for the JSTOR

project as received from Nancy Kushigian. These issues will continue to be addressed at the Fall 2005 PAG meeting.

**- Advise on and coordinate preservation policies among the campus library systems and the CDL**

Preservation Officers to discuss electronic dissertations with appropriate home campus department.

PAG surveyed campus library involvement or interest in electronic dissertation projects and developed a spreadsheet from the campus responses.

PAG is reviewing the concept and terminology for “copy of record” and “persistence” as applied to dissertations in order to develop a recommendation to CDC regarding retention of a paper copy of dissertations.

**- Develop preservation services with the broadest possible cost-savings for UC libraries.**

Trials are underway to develop bindery services to provide alternatives to in-house binding and repair. Comparisons of quality and price suggest that some repair services can be offered by the Bindery at costs comparable to those accrued by the library.

To reduce long-term costs for preservation for less-used fragile materials and artifactually significant materials, the Bindery purchased a custom box making machine. By calibrating the machine to accommodate a high quality, long lasting type of box making board, the Bindery now produces protective enclosures comparable to drop-spine boxes and phase boxes at much lower unit costs.

PAG contributed significantly to the planning proposal for the future of UC Bindery services. PAG prepared individual campus responses for 5 year projections of binding needs and prepared responses to requests for binding transportation cost information. Several members of PAG will be directly involved as members of the Library Binding Services Business Plan Work Group. PAG will continue to be involved in providing additional information and with implementation issues.

**- Serve as an education and discussion group for its members on preservation issues and innovations.**

**As may arise.**

**- Serve as a focus for information dissemination on preservation issues for the University of California and the State of California.**

**As may arise.**

**- Serve as a liaison group to other state agencies, and library or preservation consortia, for developing cooperative and cost-effective approaches to preservation.**

Preservation Officers will continue to be active in the California Preservation Program, regional preservation networks, and appropriate ALA committees.

PAG shares and disseminates relevant information routinely. Copies of reports from SOPAG, CDC and other relevant CDL task forces and work groups, such as the RLF Task Force Report, are disseminated to PAG members in a timely manner. Those members who also serve on the California Preservation Program also routinely communicate information about opportunities, conferences and classes specific to preservation to PAG. The PAG website is well maintained and updated in a very timely manner with appropriate links. Several PAG members are current members or Chairs of ALA ALCTS/PARS committees. A slide presentation regarding the disaster response and recovery effort for the University of Hawaii was part of the spring meeting agenda and led by the PAG member who participated in the response effort.

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