

**Preservation Advisory Group
Annual Report 2006-2007**

The UC Preservation Advisory Group contributed substantially and successfully to the accomplishment of its goals for 2006-2007.

Goal 1. Develop recommendations for plans, policies and procedures that support the preservation of and long term access to UC Library collections and assets in all formats in campus libraries, the Regional Library Facilities, and the Digital Preservation Repository.

PAG will advise CDC and CDL (Directors of Collections, Shared Print and the Digital Preservation Program) on the development of policies, operations and procedures for print, audio-visual and digital collections and on the development and implications of UC digitization projects.

PAG will evaluate the preservation and access implications of de-duplication of the UC Regional Library Facilities.

PAG will participate in the national discussion of digital preservation issues and provide input into development of goals and best practices for UC collections.

PAG revised its goals this year to more accurately represent its role in, and the priority of, the development of digital preservation policy, plans, and strategy for UC collections, and to better reflect the 2006 reorganization of CDL.

PAG continued to invite CDL Digital Preservation staff to its meetings to foster collaboration and information sharing. CDL Collection Development Director Ivy Anderson, Digital Services Manager Kirstein Neilsen, and Data Acquisitions Manager Robin Chandler attended the November 2006 meeting. Discussion topics included digital preservation risk management, copy of record issues, and criteria to be used by GOOGLE for the UC mass digitization project.

For the April 2007 meeting, PAG was joined by Kirsten Neilsen who responded to a set of digital preservation questions developed by PAG regarding: (1) The Digital Preservation repository (DPR): services in production and considered to be stable; number and types of digital objects ingested to date; current number of terabytes of information; migration of digital objects, the proposal by Catherine Candee (CDL, Director, Publishing Services) recommendation on electronic theses and dissertations; other major development efforts; and status of campus' use of the DPR. (2) The Google and OCA Digitization Projects: whether there are preservation copies, in what formats and whether the same searchable metadata exists as for the access copy; whether the preservation copies have been ingested to the DPR; legal restrictions on providing access to the preservation copies;

discovery paths for digitized materials. (3) Shared Print: restrictions on access to the preservation copy; size of the archive and plans for future expansion; current thinking on sustainability. (4) Other CDL initiatives with preservation access implications. (5) UC Digital Preservation Infrastructure: needs for staffing, systems, and other support.

Recommendations made by PAG this year include the following:

UC Mass Digitization Projects: PAG members agreed to recommend to their CDC representatives that data on volumes rejected in the scanning projects be collected to provide data for decision-making on selection of volumes for digitization; for identification of better copies to scan, and to be able to scan foldouts and inserts not included in the scanning projects. PAG members advised on consideration of print copies in the facilities serving as preservation masters.

Mass Digitization Advisory Group: PAG recommended that the Chair of the Mass Digitization Advisory Group be contacted and asked to include consultation with individuals with preservation expertise when the Group's discussions involve preservation issues.

Mass Digitization FAQ: PAG expressed interest in reviewing the Mass Digitization FAQ to be developed by HOPS.

Electronic theses and dissertations: PAG reaffirmed its recommendation that the entire thesis or dissertation, including attached audio, video, and executable files, be preserved.

Digital Preservation Audit: PAG members positively supported a proposal to be forwarded to CDC that a task force of PAG, DPR and other appropriate library staff be formed to collaborate on an informal audit of DPR services using the Trustworthy Repositories Audit & Certification: Criteria and Checklist or a similar checklist. This effort would benefit UC libraries, faculty and staff by building an informed advocacy group for the additional resources that will be needed to meet UC digital preservation needs, document DPR services for the UC libraries and faculty using nationally recognized sources, and provide a platform for collaborating with other UC groups to create a basic digital preservation workshop for UC library staff. This proposal will receive further discussion at the Fall 2007 PAG meeting.

PAG members stayed actively informed of the development of definitions of digital preservation developed by an ALA/ALCTS/PARS Task Force. These definitions were formally presented and endorsed at the ALA Annual Conference in June 2007.

Goal 2: Develop preservation services with the broadest possible cost-savings for UC libraries.

PAG will advise and assist with implementation of the UC

Bindery Working Group Proposal.

PAG will continue to support the development of conservation education and training opportunities for UC staff engaged in conservation treatment.

PAG made substantial contributions to the development of systemwide binding savings and continuous improvement this year. PAG members and binding staff attended northern and southern campus meetings with the UC Bindery Director David Martinelli and Barclay Ogden in July and August of 2006. The purpose of the meetings was twofold: to identify transitional issues deriving from the consolidation of bindery operations into a single facility and operation, and to identify issues for consideration by the Library Binding Work Group (LBWG). PAG reviewed the charge for the LBWG, which derived from these meetings, advised the University Librarians on functional areas to be represented on the LBWG, and supplied the UL's with a suggested list of names for membership which was accepted. Two PAG members are serving as members of the LBWG, one serves as Chair. All PAG members are currently reviewing LBWG draft proposals and requests for feedback and responding for their campuses in preparation for the final LBWG recommendations to be presented to the University Librarians in October 2007.

PAG members supported strongly the recommendation of the UC Bindery Director to the University Librarians that the funds from the sale of the UC southern bindery facility (Culver City Lindblade property) be transferred into an interest bearing account and used for the benefit of the UC Libraries, offsetting future potential cost increases, and for the relocation of the northern Oakland facility which needs to be relocated in a few years. Several PAG members have been involved with following up on the transfer of funds.

The UC Conservator's group is preparing a training proposal for training of UC conservation staff and will present this at the Fall meeting.

Goal 3. Serve as a focus for information dissemination on preservation issues for the University of California and the State of California.

PAG will identify needs, trends and directions for future UC preservation services.

PAG members facilitated campus site visits in February with Bob Strauss, Preservation Technologies LP, regarding deacidification services for books and archives, and future audio-visual preservation services.

PAG initiated a review of UC collections insurance and a review of disaster plans for the UC regional storage facilities.

Insurance: University of California Business and Finance Bulletin BUS-28 was revised 02/12/07. Among the exclusions are electronic data, and among hazards not covered are mold, construction-related losses, unexplained losses of collections, and gross negligence. These are areas where UC staff must be particularly vigilant with regard to preservation policies and practices to avoid unprotected losses.

RLF Disaster Plans: The NRLF plan is covered by the UCB Library Collections Salvage Plan and UCB Preservation Department staff is trained to serve as first responders. The plan is updated annually. The SRLF plan will be covered on the PAG Fall 2007 meeting agenda.

PAG will help to facilitate the completion of the CPP audio-visual collection survey.

PAG members attended California Preservation Program sponsored training in the use of the CALIPR survey instrument for the statewide needs assessment survey of audio/visual collections. Several UC campuses completed the survey. PAG member Ogden will determine if the UC participants' data can be aggregated separately from the other statewide participants to provide information on the state of UC collections and to investigate the feasibility of UC specific A/V projects such as theses and dissertations that have accompanying A/V materials.

Goal 4. Serve as a liaison group to other state agencies and library or preservation consortia in order to develop cooperative and cost-effective approaches to preservation.

PAG will liaise with the California Preservation Program, the California Library Association, and the Society of California Archivists to improve preservation of and access to collections.

Two PAG members continued to make important contributions to PAG in their capacity as co-leaders of the California Preservation Program, and also as co-directors of the Western States and Territories Preservation Assistance Project (WESTPAS.)

Goal 5. Serve as an education and discussion group for PAG members on preservation issues for the University of California and the State of California.

PAG members continued to engage in ongoing and frequent communication and consultation about a variety of issues and educational opportunities.

PAG members are providing background and related information to new PAG members such as the new Preservation Librarian at UCR, new PAG representative from UCSF, and the interim representatives from UCLA and UCSD. The UCLA PAG representative shared with PAG UCLA's extensive preservation report which led to the recommendation for a fulltime Preservation Librarian position.

PAG responded to inquiries from the UC Circulation Heads group regarding the establishment of a listserve and a training workshop on emergency response for UC public services staff. PAG is enthusiastic about working with these other groups as their plans develop.

PAG members distributed to their campuses brochures developed by the UC Bindery describing thesis and dissertation binding options.

Submitted by Karen Mokrzycki
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