

## Preservation Advisory Group Annual Report 2007–2008

1. Provide expertise and a forum for information, education and discussion of preservation issues to ensure ongoing access to the collections of the University of California

1.1 Develop the PAG website to accommodate information on library binding

A link to the new UC Book Bindery webpage was added to the PAG website.

1.2 Review the PAG website to identify documents that can be un-password protected

This has not been done and has been deferred to next year.

1.3 Identify best practices at the institutional level in order to ensure long term access to UC's collections.

The PAG responded to requests from The Shared Print Program for input on the Cooperative Collection Management Trust (CCMT) and Standards for Issue-level Validation.

The Cooperative Collection Management Trust is a group of institutions connected by the need to reduce the costs and footprint associated with physical storage and management of print materials while maintaining access to the content. One of the issues facing the group is the need to identify and preserve uniquely held print titles and "last copies." The CCMT proposes to use the 583 to define the collection management aspects of the institution's contribution. The PAG supports the use of the 583; however, the cost-benefit of investment in the 583 over time needs to be considered. We pointed out that the goals of the project, the preservation of uniquely held materials could be met at less expense if institutions agree to transfer uniquely held titles into special collections area, which often have better temperature and humidity controls.

The PAG has commented on the Standards for Issue-level Validation. We have reviewed the document and sent comments and questions to Emily Stambaugh. We have requested a phone call with her to clarify issues that are not clear to us.

2. Develop recommendations for CDC and CDL that support preservation and access to UC library collections in all formats and locations, including the Regional Library facilities and the Digital Preservation Repository.

2.1 PAG will develop a process for certification of the DPR as a trusted digital repository in consultation with the CDC and the CDL.

PAG members familiarized themselves with TRAC (Trusted Repositories, Audit and Certification). We invited one of the authors, Robin Dale to the fall meeting

to discuss using TRAC. Catherine Nelson attended the Persistence of Memory Conference. Barclay Ogden attended the Stewardship of Digital Assets Workshop.

PAG invited Patricia Cruse to our meetings to report on digital preservation at the CDL. We still need to develop a process to implement TRAC.

2.2. PAG will evaluate the CPP audio-visual survey relative to preservation needs of the UC Collections.

Barclay Ogden reported on the results of the CPP AV survey. PAG members were asked to discover which collections need disaster plans and which collections need fire protection.

Additionally, Barclay Ogden shared with PAG a methodology for evaluating risk and recovery options for library collections he is developing. PAG agreed the methodology is useful and encouraged Barclay to continue refining and testing the strategies.

3. Identify and promote implementation of cost effective preservation services across all UC libraries regardless of format.

3.1 PAG will help complete the work of the Library Binding Work Group to reduce library binding costs and report the findings.

Preservation Advisory Group continued to monitor the progress of the Library Binding Work Group (LBWG). LBWG reported that they had produced a report and were waiting for the University Librarians to accept any or all of the recommendations. The Bindery Manager estimated that a 4.2% cost reduction could be realized if all recommendations were adopted. Later in the year the Bindery Manager informed PAG that the University Librarians approved 12 of the 14 recommendations. They requested more information on the recommendation to reduce the number of shipments and to discontinue keying spine information for all routine work at the Bindery.

PAG meets with the manager of the UC Bookbindery to keep abreast of developments in binding

4. Develop preservation education and training opportunities for UC Staff.

4.1 In collaboration with the UC conservators, PAG will create an educational opportunity for UC staff doing conservation work.

PAG sponsored a workshop developed by the Conservators Group on preservation housings for library and archival materials. The workshop addressed what type of enclosure is appropriate for different types of items,

when it is appropriate to do an enclosure in house and when to outsource, how to modify standard commercial housing, and options for special and/or archival material. The workshop also provided a demonstration how to measure for the Kasemake machine, how to make a phase box, how to make a tyvek tab for a wrapper and how to make covered spine phase boxes. The workshop addressed moves and customizing housing for unique objects.

We responded to a request for comments from the Resource Sharing Committee on a proposal for a UC Libraries Emergency Workshop. We agreed to co sponsor the workshop with the Resource Sharing Committee. We reviewed the proposal and made recommendations.

PAG is developing a workshop to train staff to use CALIPR, a tool that can be used for compiling and manipulating data to determine the preservation needs of collections.

5. Liase with other UC groups and committees as well as other state and national organizations in order to develop cooperative and cost effective approaches to preservation.

5.1 PAG will liaise with the California Preservation Program and WESTPAS to engage with other institutions in mutual aid agreements as appropriate in the event of disaster, and to take advantage of share preservation services.

Barclay Ogden continues to serve on the California Preservation Program Steering Committee and to serve as the Program Coordinator for WESTPAS

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