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Library

Technical Departments

Preservation Administration Subject Files, 1965-2005

Box 1:

Association Research Libraries

ARL Preservation Questionnaire Statistics, 1984-85, 1987-2004, (18 folders)

Binding

Correspondence

Budget, 1981, 1986, 1988-1991, 2002-03, (7 folders)

Moratorium, 1990

Decision Trees

Bridgeport National Bindery, ca. 1990

ICI Binding, ca. 1990

Request for Proposal, 2002

Statistics Trend, 1987-91

Statistics, 1987-90, 1992-94, 2000-05, (9 folders)

Cooperative Preservation

Reports

Assessment of State Programs, 2002

Statewide Assessment, 2004-05

Disaster Planning

Education

Binding Methods of Leaf Attachment Openability, 1993

Graphics Class Brainstorming Documents, 2002

GSLIS

LIS380 - An Introduction to Preservation, 2004

Practicums and Independent Studies

Allison Feist, 2003-04

Mary Miller, 2005

Katy Mullally, 2004

Handouts

Are You a Book Batterer? ca. 2000

Online Resources for Preservation and Conservation, ca. 1994

Preservation 101, 2000

Preservation Guidelines for Circulation and Stacks Maintenance Personnel, ca.  
2000

Quick Quiz to Test Book Handling Knowledge, ca. 2000

Tips on Handling Books, ca. 1990

Your Role as a Member of the Library Staff, ca. 2000

Preservation and Conservation Services Newsletter, 2002

Training Sessions

Collection Condition in the Central Stacks, 2002

GAs and student staff, ca. 2000

- Library Binding as a Preservation Strategy, ca. 2002
- National Endowment for the Humanities Grant Programs, 2004
- Preservation Decisions for Collections Managers, ca. 2004
- Preservation Orientation for Staff, ca. 2004
- Preservation Orientation for Staff, 1994, ca. 2004

#### User Education

- School of Art and Design Graphics Project, ca. 2000
- User Education Committee, ca. 2000

#### Facilities

- Chicora Foundation, Communication, 2001
- Trinkley Report
  - Horticulture Field Lab Building, Rare Book Room, Chemistry Library, Archives in Main Library, 2001
  - Mathematics Library, Biology Library, Off-Site Storage Spaces, Map and Geography in Main Library, 2001
- A Reconnaissance Preservation Assessment of the University of Illinois Library, Urbana-Champaign, 2001

#### Policies

- Brittle Books Processing at Cornell, ca. 2002
- Gift Policies of Indiana Historical Society, ca. 2002
- Library Policies
  - Employee Food and Drink Policy, 2002
  - Key and Access Authorization, 2002
  - Transit Policies, 2002
- Preservation Policies
  - Binding
    - Correspondence, 1990
    - Policy
      - Approved Version, 2002
      - Approved Version, 2003
      - Draft, 2002
  - Brittle Books Replacement and Reference Policy, ca. 2000
  - Gifts and Newly Acquired Damaged Materials, ca. 2000
  - Tangible Electronic Publications, 2000

#### Preservation and Conservation Departments

- Annual Reports, 2000-04, (4 folders)
- Mission Statements, 1987, 1990
- Decision Making Flow Charts, 2001
- Program Mission Statement, 2002
- Questions, 2001

#### Box 2:

#### Preservation Projects

## Assessments

- Brundage Collection, 2002
- Brundage Library Form, 2002
- Film Collections General, 2001-02
- Serial Set Application For Funding, ca. 2001
- Stacks Assessment
  - Forms, 2002
  - Instructions, 2002
  - Notes, 2002
  - Report, 2002

Preservation Planning, ca. 1980, 1988, 1990, 1994, 1996, 1998-99, ca. 2000, 2001, (9 folders)  
 Preservation Task Force, 1997-2000

## Reformatting Unit

- Cost-Benefit Analysis, 2003
- Equipment Inventory, 2001
- Microfilm Collections - Item Counts, 2003

The following files relate to William Henderson's term as Binding Librarian and Preservation Librarian

Annual Report Data, 1986-87

## Association of Research Libraries

- Report of the Committee on Preservation of Research Library Materials, ca. 1980
- Office of Management Studies Preservation Planning Program, 1982

Bands - Sousa and Related Collections Preservation Problems, 1986-87, 1990

Bookbinding, 1980-82, 1986

Bookkeeper (Preservation Technologies, Inc.), 1993-95

Collecting Philosophy Statement, 1995

Collections Analysis Project Task Force on Preservation - Report, 1980

## Committee on Institution Cooperation

- Mass Deacidification, 1991
- Preservation, 1993-96

Condition Survey, 1985

Data Loggers, 1996

Deacidification 1989

Departmental Libraries Preservation Questions, 1982-83

Disaster Control, 1979

Disaster Plan, 1980

Theodore Dreiser Collection Deacidification Project, 1990

Environmental Data Log, 1987

## Equipment

- Computers, 1995
- General, 1975, 1986, 1989, 1993
- Hygrothermographs, 1989, 1993-94

Filing Rules, 1985  
Financial Reports, 1996-1998  
Henderson, Bill, "Binding: A Librarian's View", ca. 1967  
Humanities Preservation Project, 1992-95  
Illinois Cooperative Preservation Program, 1982-83, 1985-86  
Illinois Newspaper Project Regional Conference, 1987  
Illinois Library Preservation Bulletin, 1988  
Illinois Preservation Task Force, 1985  
Light, 1989-90

Box 3:

Lowcost and High Priority Options, 1988-89  
Marking Library Materials, 1990  
Microfilm Spots, 1994  
Microfilm Questionnaire - Commission on Preservation and Access - University of Florida, 1991  
Motley Question, 1981  
National Underground Storage - Humanities Project - Correspondence - Contract - Authorization Card, 1996  
National Underground Storage Incorporated, 1989, 1995-96  
Paper - Special Size for Music Library, 1992, 1998  
Photographic Services Annual Report, 1985-88  
Preservation, 1994, 1996  
Preservation Committee  
    Chair, 1979-81, (2 folders)  
    Collection Analysis, 1977, 1980  
    Condition Survey, 1988  
    David Bishop, 1988  
    Goals and Priorities Statement, 1988  
    Minutes, 1977-82, 1985, 1987-96, (14 folders)  
    Study Documents, 1987

Box 4:

Preservation Handbook, 1992  
Preservation Priorities, 1987  
Preservation Projects Possibilities and Reports, 1988  
Questionnaire, State Library, 1994  
Questionnaires and Cost Studies, 1980, 1981, 1984, 1985, and 1986  
Questionnaires and Cost Studies, 1991 and 1995  
Storage Collection (Brittle Books), 1988  
Stacks Move, 1983  
Southern Illinois University, Carbondale, Morris Library, 1980  
Taskforce on Preservation Report, 1980

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Temperature and Humidity Monitoring, 1987-88  
University Archives Film Problem, 1986-87, 1995  
Withdrawals, 1985