

INSC 590

Intro to Library Preservation and Collections Care

University of Tennessee, Knoxville
Summer 2021

COURSE INFORMATION

Class Meetings: Wednesday, 7:55-9:10 pm EST on ZOOM;

Course Mode: Online, Hybrid Synchronous/Asynchronous

Zoom Link: <https://tennessee.zoom.us/j/99291941145>

ID: 992 9194 1145

Passcode: BookDoc



Instructor Contact Information

Amanda Richards
Preservation Technician, UTK
MLIS, University of South Florida
Email: amandarichards@utk.edu
Office: Hodges Library, 329 (AKA
Preservation Lab)
Office Hours: By appointment

SIS Office Information

450 Communications Bldg.
1345 Circle Park Drive
Knoxville, TN 37996-0341
SIS Office: 865.974.2148
Fax (SIS): 865.974.4667

Welcome Statement

Welcome to Intro to Preservation! I'm glad to have you here. This term is a very brief nine (9) weeks so we'll be moving fast and covering a lot of ground. Please take advantage of the discussion boards in

Canvas and don't hesitate to reach out with any questions or concerns you may have. As I am a big proponent of having a Work-Life balance I do kindly ask that you give me at least one business day to respond to emails before reaching back out.

Class meets via Zoom on Wednesdays from 7:55pm until 9:10pm, Eastern Time. The session is available to join 10 minutes before class (you will need to unmute yourself before we begin). The Zoom link is <https://tennessee.zoom.us/j/99291941145>. The first day of regularly scheduled class is June 2, 2021; our last class day is July 28, 2021.

COURSE INFORMATION

Catalog Description

Introduction to collections care concepts relating to libraries and archives including: general book repairs, handling materials, theory, ethics, project management, identification of materials, pest management, and developing a new preservation program.

Student Learning Outcomes

Students who complete this course will be capable of demonstrating awareness, knowledge, and/or understanding of...

- To understand key concepts in preservation, including the causes of deterioration of library and archival collections.
- To build a working knowledge of preservation issues related to Library and Archival collections and how to build solutions to these problems.
- To recognize and appreciate the importance of Preservation as one of the central functions in libraries and archives, and to explore the relationships between preservation and other library functions.
- To learn to identify common materials found in libraries and archives.
- To become familiar with and evaluate print and online information sources on preservation.

Course Design

This course is delivered in an online hybrid approach; one synchronous and one asynchronous meeting per week. The synchronous lectures will be delivered via ZOOM using the link and passcode above. Course content incorporates lecture, readings, activities, discussion, and a final cumulative project.

Required Texts

The required text is available free of charge as a webpage at the link below.

NEDCC. (2015). *Preservation 101: Preservation basics for paper and media collections*.

Northeast Document Conservation Center. <https://www.nedcc.org/preservation101/welcome>

Additional scholarly and professional readings will be assigned, along with other required resources, such as video recordings and can be found in the corresponding modules on Canvas. Each student will be responsible for preparing for each class session by reviewing these resources in order to contribute to class discussions and activities.

Recommended Texts

This text is available for 3 concurrent logins from the UTK library page or you may choose to purchase it through the bookstore or other method. Please note that this is the *second edition*. Harvey, D., Mahard, M., & Conn, D. (2020). *The preservation management handbook : a 21st-century guide for libraries, archives, and museums (Second edition.)*. Rowman & Littlefield. https://utk.primo.exlibrisgroup.com/permalink/01UTN_KNOXVILLE/1gmagb0/alma9925985134002311
ISBN: 9781538109007 (print)

COMMUNICATION

Email

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK mail to your preferred address if you don't wish to check both accounts.

Instructor Availability

Please feel free to email me at any time with updates, questions, or concerns. I try to respond as quickly as possible, and I'll typically respond within 24 hours during the week and 48 hours on the weekend. I'll notify you if I will be out of reach for any length of time. If more immediate response is needed, simply indicate that in your subject line (e.g., URGENT, ASAP, ETC.) and mark the email as urgent in your Outlook.

If you wish to meet with me, I am available by appointment to meet via Zoom or phone. Like most of you I am having to wear a great many hats during these 'Pandemic Times' so I am happy to try and be as flexible in scheduling these as possible. Monday-Friday 12:30-5:00pm EST will generally work best for me for last minute or quick chats, however that doesn't mean I won't schedule a meeting outside that time if the need arises. I also plan to stay on Zoom for roughly 30 minutes after our synchronous class on Wednesdays. So please feel free to reach out to schedule office hours with me.

COMPUTING REQUIREMENTS AND RESOURCES

Requirements

You must have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail, listservs, Canvas, and Zoom software. You must learn how to submit your assignments using Canvas. In addition, you must have software installed on your computer to download and open the (pptx format) lecture notes from Canvas.

The [Office of Information Technology \(OIT\)](#) provides training classes in using varied technologies for students at no charge (advance registration is required).

You must obtain a UT email account and subscribe to the SIS student listserv to insure you're made aware of course-related information.

Technical Support

Please review the SIS Technology Introduction website for help getting started with the tools you'll need in the program: <https://sis.utk.edu/techintro/>

For assistance with technical and computing issues, contact the OIT HelpDesk by phone at (865) 974-9900, using the [Contact Form](#), or at the [Walk-in HelpDesk](#).

Course Resources

- SIS Technology Introduction website for help getting started with the tools you'll need in the program: <https://sis.utk.edu/techintro/>
- The Office of Information Technology (OIT) provides training classes in using varied technologies for students at no charge (advance registration is required).
- UT Libraries: <http://lib.utk.edu>
- Preservation LibGuide: ****In Development**** <https://libguides.utk.edu/preservation/home>

COURSE ATTENDANCE AND PARTICIPATION POLICIES

Learner Expectations

- Be prepared for all classes.
- Read the assigned materials.
- Be on time for classes.
- Actively contribute to the learning activities in class.
- Be respectful of others.
- Be respectful in communicating with the instructor.
- Abide by the UT Student Code of Conduct.
- Check your email and Canvas on a regular basis for announcements.
- Use technology and software such as Zoom and Canvas, among others, and associated features responsibly and ensure safety and security.

Instructor Expectations

- Be prepared for all classes.
- Evaluate all work fairly and equitably.
- Be respectful of all students.
- Create and facilitate meaningful learning activities.
- Behave according to University codes of conduct

Attendance and Participation

Attendance is required and necessary. Contact me ASAP if you cannot attend class. If you miss a class, you must review any materials posted to Canvas and view the session recording.

Examples of acceptable reasons for absence from a synchronous class include:

1. Illness
2. Serious family emergencies

3. Special curricular activities or job requirements
4. Participation in official university activities such as music performances, athletic competitions or debate
5. Military obligation
6. Religious holidays
7. Obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.

Asynchronous Classes: You are required to complete all Asynchronous class activities. Failure to do so may result in point and/or final letter grade reduction.

Class Participation: You are expected to actively participate in class discussions and activities. Class participation is a valued aspect of this course. Discussions on class-related materials and business, whether they take place in the class or outside of class (e.g., via the discussion board on Canvas), should be conducted in a respectful manner, in line with the University Civility Statement. Be considerate of your classmates by arriving to class on time; completing the required readings and viewings; and be an active participant in class-related activities and discussions.

Inclement Weather

“The chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on the front page at <http://utk.edu>. **SIS will cancel classes when UT is closed.** Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

ADDITIONAL POLICIES AND POINTS OF INFORMATION

Disabilities that may Impede Learning

Any student who feels s/he may need an accommodation based on the impact of a disability should contact [Student Disability Services](#) in 2227 Dunford Hall at 865-974-6087, or by video relay at 865-622-6566 to coordinate reasonable academic accommodations.

Civility

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

CCI Diversity Statement

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community.

Instructor Status as a Title IX Mandatory Reporter

University of Tennessee faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University's Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135) are both confidential resources.

For additional resources and information, visit titleix.utk.edu.

ASSIGNMENTS, ASSESSMENTS, AND EVALUATIONS

Academic Integrity

Students should be familiar and maintain their *Academic Integrity* described in <https://hilltopics.utk.edu/academics/>, p. 15 as: “*Study, preparation and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.*”

Students should abide by the **Honor Statement** (<https://hilltopics.utk.edu/student-code-of-conduct/Section X. Honor Statement>)

“As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

Plagiarism

Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

Specific examples of plagiarism are:

1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge)
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge)
4. Collaborating on a graded assignment without the instructor's approval
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph)

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. (Additional resources are available at

<http://www.lib.utk.edu/instruction/plagiarism>.)

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of "F."

Assignments and Grading

Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references, appropriateness of length, and originality. Only exceptional work will receive an "A" grade. Papers that are received after the due date will be assigned a lower grade than would otherwise be received. All sources must be cited, quotations must be in quotation marks and attributed correctly. Not doing so constitutes plagiarism.

Preparation of Written Work

Before submitting any written work, please make sure the following items are present on the first page/cover page:

- Full name
- Class number (INSC 590)
- Date
- Name of assignment (e.g. Virtual Lab 3)
- All sources must be cited (you may choose your preferred citation format as long as it is consistent throughout the paper)
- Annotated bibliography if applicable

Due Dates and Late Assignments

Assignments should be submitted to the "assignments" area of Canvas and are due (officially) at 11:59 pm EST on the due date listed on the syllabus. I will download the submissions from Canvas early the next morning. There are limited exceptions when I may agree to receive a late assignment; this is determined on a case-by-case basis, and is not a given. If you will be late submitting an assignment, it is your responsibility to contact me ASAP, in advance of the date the assignment is due (when possible). I reserve the right to dock points for any late assignments.

Incompletes

Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of *I* (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the

discretion of the instructor. Plan your semester’s course of study carefully to ensure sufficient time to complete the required work.

For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

Assigning Grades

Please note that I do not assign letter grades for individual assignments but will mark your paper with my comments and provide a point score based on the possible points earned for that assignment. If you’d like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the scale below for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92. Your final grade will be based on total points earned/total possible points over the course of the semester.

Evaluation

Semester grades will be assigned according to the following scale:

A	93≤	(4 quality points per semester hour) superior performance.
A-	90-92.99	(3.7 quality points per semester credit hour) intermediate grade performance.
B+	88-89.99	(3.5 quality points per semester hour) better than satisfactory performance.
B	83-87.99	(3 quality points per semester hour) satisfactory performance.
B-	80-82.99	(2.7 quality points per semester credit hour) intermediate grade performance.
C+	78-79.99	(2.5 quality points per semester hour) less than satisfactory performance.
C	70-77.99	(2 quality points per semester hour) performance well below the standard expected of graduate students.
D	60-69.99	(1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F	59.99≥	(no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I		(no quality points) a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.
S/NC		(carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the <i>Graduate Catalog</i> . The number of Satisfactory/No Credit courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP		(carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W		(carries no credit hours or quality points) indicates that the student officially withdrew from the course.

Course Evaluation

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process as it will help me improve this course for future students as well as inform SIS of the value you gained from this course. I’ve scheduled in a mid-term anonymous evaluation so that I

can adjust to any needs/issues that may arise this term. I also invite your comments throughout the course and read all comments, suggestions, and recommendations.

MSIS Program Outcomes

It is our vision to provide a quality educational program, and for students to have the very best educational experience possible. By the end of their time in the MSIS program, each student should be able to:

1. Describe and discuss the processes of creation, organization, distribution, storage, access, retrieval, management, use, and preservation of information.
2. Describe and discuss the nature of leadership and management in the information professions and the importance of participation in the global information society.
3. Apply the general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations.
4. Comply with the changing responsibilities of the information professional in a culturally diverse and networked global society.
5. Identify critical professional issues in a variety of organizational, cultural, societal, disciplinary, transdisciplinary, and historical contexts.
6. Analyze and apply standards or policies related to the processes of creation, organization, distribution, storage, access, retrieval, management, use or preservation of information.
7. Explain the changing nature of information, information needs, and information behavior.
8. Assess and implement information technologies, systems, sources, and services that serve users effectively and efficiently.
9. Analyze research and apply it to information practice.

Assignments: Descriptions, Due Dates, and Program Outcomes for SLC

This table identifies the MSIS Program Outcome(s) addressed in course assignment(s):

Assignment	MSIS Program Outcome
Final Project	6. Analyze and apply standards or policies related to the processes of creation, organization, distribution, storage, access, retrieval, management, use or preservation of information.

Assignment	Possible Points	Due Date
Attendance & Participation (9 @ 10 points each)	90	Wednesdays
Discussion Board <ul style="list-style-type: none"> • Post 1-2 paragraphs (8 @ 10 points each) • Reply to 1 peer (8 @ 5 points each) 	120	Sunday nights by 11:59pm EST

Quizzes (9 @ 10 points each)	90	Sunday nights by 11:59pm EST
Virtual Labs (8 @ 50 points each) <ul style="list-style-type: none"> • Weekly exercise related to a Preservation task • Can be completed in an hour or less • Mostly hands-on activities but options for alternate activities will be listed 	400	Sunday nights by 11:59pm EST
Final Project (300 points possible) <ul style="list-style-type: none"> • Cumulative project made up of virtual labs • Portfolio-like • Reflections/brief literature review • Annotated Bibliography 	300	7/29/21
TOTAL	1000	

This table provides a brief summary of assignment names, due dates, and grade distribution. A fuller description of each assignment follows the table.

Attendance & Participation (9%): Class attendance and participation is a vital part of this course, as there is quite a bit of grey areas to discuss. I will keep track of students who are participating in discussions and lectures throughout the semester. If you know that you will need to miss a lecture, please let me know before the scheduled class time. Lectures will be recorded and available for students to view through Canvas.

Quizzes (9%) Each module concludes with a short quiz that covers the weeks topics. These are not meant to be difficult and can be retaken if needed.

Discussion Boards (12%) One of the best ways to make sure that you understand the content is to see you talking about it and interacting with others. It is expected that you will post one substantial post and respond to another students post. The prompt for the week will be listed in the module and will be related to the content we are learning that week. Your posts should at minimum be two paragraphs and your replies should add something to the conversation, i.e., expanding upon the original post, posing new viewpoints or arguments, offering up a resource to expand the conversation, etc.

Virtual Labs (40%) Virtual labs are assignments that relate to the topic of the week and will more often than not be a hands-on activity. If you are uncomfortable with, or do not have the supplies for the hands-on option, an alternate activity will be provided with identical points.

Final Project (30%) Your final project can be thought of as a course portfolio and will be a collection of all of the Virtual Labs with the addition of a reflection and sources for each. More details will be provided early in the semester. There is no final exam.

DISCLAIMER

Please be aware revisions may be made to this syllabus over the course of the semester, and as such, the content contained within may be subject to change. Should I need to make such a change I will notify you through the Canvas course announcements.

COURSE OUTLINE

Week	Zoom Meeting	Topics	Activities
1 6/1-6	June 2	Intro to Preservation & Cultural Context	<ul style="list-style-type: none"> • Discussion Board • Quiz • VL: Dissect a Book
2 6/7-13	June 9	Care of Book and paper Collections & Photographs	<ul style="list-style-type: none"> • Discussion Board • Quiz • VL: Create an “exhibit”
3 6/14-20	June 16	Media/AV Collections & Reformatting/Digitization	<ul style="list-style-type: none"> • Discussion Board • Quiz • VL: Build a Photograph housing
4 6/21-27	June 23	Care of Collections & Treatment Options	<ul style="list-style-type: none"> • Discussion Board • Quiz • VL: Condition Report & Conduct one Treatment
5 6/28-7/4	June 30	Building & Environment	<ul style="list-style-type: none"> • Discussion Board • Quiz • VL: Housekeeping manual
6 7/5-11	July 7	Storage, Housing, Security, & Sustainability	<ul style="list-style-type: none"> • Discussion Board • Quiz • VL: Build a 4-flap box
7 7/12-18	July 14	Disasters & Emergency Response	<ul style="list-style-type: none"> • Discussion Board • Quiz • VL: Dry a wet book
8 7/19-25	July 21	Building a Preservation Program & Project Management	<ul style="list-style-type: none"> • Discussion Board • Quiz • VL: Cost analysis

9 7/26-29	July 28	Future of Preservation & Conservation	• Final Project due 7/29
---------------------	---------	---------------------------------------	--------------------------