

INSC 590

Intro to Library Preservation and Collections Care

University of Tennessee, Knoxville
Fall 2022

COURSE INFORMATION

Class Meetings: Wednesday, 6:30 - 7:55 pm EST on ZOOM

Course Mode: Online, Hybrid Synchronous/Asynchronous

Zoom Link: <https://tennessee.zoom.us/j/91501864429>

Passcode: BookDoc

Faculty Contact Information

- Amanda Richards
- amandarichards@utk.edu
- Hodges Library, 329 (Preservation Lab)
- 865-974-6153
- Office Hours: Virtual or In-Person 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 and I'm very excited to be teaching this course again. Preservation and Collections Care encompass a vast array of topics and information, and with this being an intro course we won't get to dive as deep into each topic as I would like. However, I have added a *Deep Dive* section to each module where you can read more. It is completely optional and will not count towards your grade. I also highly suggest that you take advantage of the discussion boards in Canvas. While you are only required to make one post and one reply, there is no maximum number of replies you can post.

This is a very tricky topic to cover in a solely online format so it may be structured quite differently than you are used to. There is a *Build Your own Adventure* style format to this course. This allows you to choose the skills that you believe will be most beneficial to your career path as well as makes it more interesting to discuss in the discussion boards. There is a set topic each week for the lecture and discussion board, but you may choose from a list of



options for your virtual labs as well as your final project. In the past most students have loved the freedom this layout affords, but if you find that you are overwhelmed with options or are suffering from decision fatigue we can discuss which labs and final project is best suited for you.

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.

Note: This course has a weekly hands on component where you will try your hand at various preservation tasks such as minor repairs, box building, drying wet books, etc.

Student Learning Outcomes/Objectives

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. The asynchronous meeting will be a 'virtual lab' that you will complete and submit each week.

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>

Optional Texts

1. 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/alm_a9925985134002311

ISBN: 9781538109007 (print)

- a. 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*.
2. Lavender, K. (2001). *Book Repair: A how-to-do-it manual for librarians*. Neal-Schuman Publishers.
ISBN: 9781555704087 (print)
 - a. This text has great tutorials for doing popular book repairs. There is an updated second edition, but they are close enough that either edition will work great.
3. 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.

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. 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. In addition, you must have the PowerPoint Reader or the regular PowerPoint software installed on your computer in order to download the lecture notes from Canvas.

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>

Required Supplies

There are several supplies needed for each virtual lab. A supplies list will be provided for each lab but below is a list of the things you will need that might not be easily or quickly available. You can purchase the items yourselves through various stores (Amazon, Gaylord Archival, Jerry's Art-o-rama, etc.).

- Old hard cover book and soft cover book that you do not mind destroying (can be purchased at the thrift store or if you have issues finding one let me know)
- Bookbinding kit (choose 1 option or purchase the items individually)
 - Lineco <https://www.lineco.com/lineco-bookbinding-tool-kit.html>
 - Jerry's Artorama <https://www.yourartsupplies.com/lineco-book-binding-tool-kit.html>
 - Amazon https://www.amazon.com/Yuhtech-Bookbinding-Leather-Handmade-Bookblind/dp/B07ZQ61RXP/ref=sr_1_8?dchild=1&keywords=bookbinding+kit&qid=1620764203&sr=8-8
- Glue, White school glue is fine
- Light weight Poster Board
 - Walmart <https://www.walmart.com/ip/Pen-Gear-Light-Weight-White-Poster-Board-22-x-28/959097978>

- Scissors
- Stapler
- Paper (5-10 sheets)
- Metal Ruler or ruler with a metal edge
- Utility knife or scalpel
- Wax paper
- Roll of paper towels
- Weights or bricks
 - If using bricks cover them with brown paper shopping bags or place them in Ziploc bags so they don't crumble onto your work

Most of these items can easily be sourced from local stores like Walmart, Dollar Tree, Michaels, JoAnn's, or Hobby Lobby. For our purposes there is no need to worry about using archival quality or acid free materials as that is rather cost prohibitive. We will go over what the proper materials are during class but for these activities the crafting quality is completely acceptable. If you are having trouble trying to locate anything please let me know!

COURSE ATTENDANCE AND PARTICIPATION POLICIES

Learner Expectations

- Be prepared for all classes
- Be respectful of others
- Actively contribute to the learning activities in class
- Abide by the UT Honor Code

Instructor Expectations

- Be prepared for all classes
- Evaluate all 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

Dear Student,

The purpose of this **Campus Syllabus** is to provide you with important information that applies to all UTK courses. Please observe the following policies and familiarize yourself with the university resources listed below. At UT, we are committed to providing you with a high-quality learning experience. I want to wish you the best for a successful and productive semester.

- Dr. John Zomchick, Provost and Senior Vice Chancellor

ACADEMIC INTEGRITY

Each student is responsible for their personal integrity in academic life and for adhering to UT's Honor Statement. The Honor Statement reads: “An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. 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.”

YOUR ROLE IN IMPROVING THE COURSE THROUGH ASSESSMENT

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester you may be requested to assess aspects of this course, either during class or at

the completion of the class, and through the TNVoice course evaluation. Please take the few moments needed to respond to these requests as they are used by instructors, department heads, deans and others to improve the quality of your UT learning experience.

STUDENTS WITH DISABILITIES – <http://sds.utk.edu>

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact [Student Disability Services](#) (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter.

ACCESSIBILITY POLICY AND TRAINING – <http://accessibility.utk.edu>

The University of Tennessee, Knoxville, provides reasonable accommodations for individual students with disabilities through its office of [Student Disability Services](#). The university is also committed to making information and materials accessible, when possible. Resources and assistance to support these efforts can be found at <http://accessibility.utk.edu/>.

WELLNESS – <http://wellness.utk.edu/> and <http://counselingcenter.utk.edu/>

The [Center for Health Education and Wellness](#) empowers all Volunteers to thrive by cultivating personal and community well-being. The Center can answer questions about general wellness, substance use, sexual health, healthy relationships, and sexual assault prevention. The [Student Counseling Center](#) is the university's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services.

Any student who has difficulty affording hygiene products, groceries, or accessing sufficient food to eat every day is urged to contact the [Big Orange Pantry](#) for support. The Big Orange Pantry, located in Greve Hall, is a free resource for all students, faculty, and staff, no matter how great or small their need is. Students who need emergency financial assistance can also request funding from the [Student Emergency Fund](#).

Students who are experiencing non-academic difficulty or distress and need assistance should call 974-HELP or [submit an online referral](#). The 974-HELP team specializes in aligning resources and support to students experiencing mental health distress.

EMERGENCY ALERT SYSTEM – <http://safety.utk.edu/>

The University of Tennessee is committed to providing a safe environment to learn and work. When you are alerted to an emergency, please take appropriate action. Learn more about what to do in an emergency and sign up for [UT Alerts](#). Check the emergency posters near exits and elevators for building specific information. In the event of an emergency, the course schedule and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines.

COVID-19 GUIDELINES

According to public health authorities, in areas where there is substantial or high COVID-19 transmission, wearing masks in indoor spaces can help reduce transmission of the virus and keep communities healthy. Any individual can choose to wear a mask anywhere on campus, even when it is not required. The university expects everyone to protect others from the spread of COVID-19 and strongly recommends wearing masks in academic and administrative spaces.

For the most current information on masks, please check the COVID-19 website at <http://www.utk.edu/coronavirus>.

The university recommends that all members of the campus community be vaccinated for their own protection, to prevent disruption to the semester, and to prevent the spread of COVID-19. The Student Health Center medical staff is available to students to answer questions or discuss concerns about vaccines, and the center provides vaccines free of charge for anyone 18 years or older who would like one. Vaccination information and appointment signups are available at <http://tiny.utk.edu/vaccine>.

If you think you are sick or have been exposed to COVID-19, you should contact the Student Health Center or your preferred health care provider. You can also contact the university's COVID-19 support team for guidance by filling out the COVID-19 self-isolation form at <http://covidform.utk.edu>.

You are advised not to attend class in-person if you are sick or need to isolate or quarantine. The university has more [detailed guidance on quarantine and isolation](#). The university recommends that students and employees stay home anytime they do not feel well.

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

Plagiarism

Statement about plagiarism and penalties, e.g.,

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 insure 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.
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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. 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.

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

Assignment	Possible Points	Due Date
Attendance & Participation (5 points per week) <ul style="list-style-type: none"> • Login to Zoom for lecture on time each week • Respond to the participation question for each lecture 	75	Wednesdays during Zoom
Discussion Board (15 points per week; 10 for posts, 5 for replies) <ul style="list-style-type: none"> • Post 1-2 paragraphs • Reply to 1 peer • Graded as Pass/Fail 	150	Tuesday nights by 11:59pm EST

Assignment	Possible Points	Due Date
Virtual Labs (50 points per lab) <ul style="list-style-type: none"> Weekly exercise related to a Preservation task Compile a <i>Lab Report</i> using PowerPoint and upload to Canvas Can usually be completed in an hour or less Mostly hands-on activities but options for alternate activities will be listed Graded as Pass/Fail 	750	Tuesday nights by 11:59pm EST
Final Project (500 points total) <ul style="list-style-type: none"> Select from a list of various options for the Final Project. 	500	December 7 by 11:59 pm EST
TOTAL	1550	

Attendance & Participation (5%): 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 (0% - Optional) 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. These will be optional and will NOT count towards your final grade.

Discussion Boards (15%) 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 (50%) 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%) You have the option to choose your final project from a list I will provide. You will choose one option from the list. At this time I am still finalizing the options but they will include some of the following:

- Research Paper or Lit Review of a Preservation Topic covered
- Building a custom complex box with report
- Digital Portfolio (this one will require extra repairs to be completed to fill out the portfolio)
- More options are TBD

The final project is the only thing that will be graded with a full rubric, which will be provided at a later date.

COURSE SCHEDULE

Module	Topic	Student Activities
1	Welcome & Introduction to Preservation	August 24 – August 30 <ul style="list-style-type: none"> • Read Syllabus • Zoom Lecture: 8/24 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Dissect a Book • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Getting to Know You Survey ○ Quiz 1
2	Ethics	August 31- September 6 <ul style="list-style-type: none"> • Zoom Lecture: 8/31 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Condition Report <i>OR</i> Repair Report • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 2
3	Paper Based Materials	September 7 – September 13 <ul style="list-style-type: none"> • Zoom Lecture: 9/7 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Paper Cleaning • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 3
4	Photos & Multimedia Materials	September 14- September 20 <ul style="list-style-type: none"> • Zoom Lecture: 9/14 @6:30pm

Module	Topic	Student Activities
		<ul style="list-style-type: none"> • Required Readings • Discussion Board • Virtual Lab: Photo Housing • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 4
5	Modern Materials & Art	September 21 – September 27 <ul style="list-style-type: none"> • Zoom Lecture: 9/21 @6:30pm • Required Readings • Discussion Board • Virtual Lab: TBD • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 5
6	Treatment Options	September 28 – October 4 <ul style="list-style-type: none"> • Zoom Lecture: 9/28 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Sew-ins • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 6
7	Storage & Housing	October 5 – October 11 <ul style="list-style-type: none"> • Zoom Lecture: 10/5 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Clamshell • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 7
8	Building & Environment	October 12 – October 18 <ul style="list-style-type: none"> • Zoom Lecture: 10/12 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Compare climate monitoring systems • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 8
9	Collections Care	October 19 – October 25 <ul style="list-style-type: none"> • Zoom Lecture: 10/19 @6:30pm • Required Readings

Module	Topic	Student Activities
		<ul style="list-style-type: none"> • Discussion Board • Virtual Lab: Housekeeping Manual • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 9
10	Hazards in the Collection	October 26 – November 1 <ul style="list-style-type: none"> • Zoom Lecture: 10/26 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Risk Assessment • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 10
11	Disaster & Emergencies	November 2 – November 8 <ul style="list-style-type: none"> • Zoom Lecture: 11/2 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Dry a Wet Book • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 11
12	Pests	November 9 – November 15 <ul style="list-style-type: none"> • Zoom Lecture: 11/9 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Treatment of Choice • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 12
13	Surveys & Assessments	November 16 – November 22 <ul style="list-style-type: none"> • Zoom Lecture: 11/16 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Preservation Survey • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 13
14	Sustainability in Preservation	November 23 – November 29 <ul style="list-style-type: none"> • Zoom Lecture: 11/23 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Exhibit/Loan Forms

Module	Topic	Student Activities
		<ul style="list-style-type: none"> • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 14
15	Building a Preservation Program	November 30 – December 6 <ul style="list-style-type: none"> • Zoom Lecture: 11/30 @6:30pm • Required Readings • Discussion Board • Virtual Lab: Cost Analysis • <i>Optional Items</i> <ul style="list-style-type: none"> ○ Quiz 15
16	Free Day	December 7 (Last Day) <ul style="list-style-type: none"> • No Zoom meeting • Final Projects Due • Discussion Boards close at midnight on the 7th • All Virtual Labs due by midnight <p>NO work will be accepted past midnight!</p>

You can also include important dates in the [academic calendar](#) either here and/or added to your site's calendar (e.g. last day to add classes, academic closings and breaks, last day to drop a course with "WD," last day to drop a course without "F," and last day of classes and final exam days).

DISCLAIMER

Please note: The instructor reserves the right to revise, alter or amend this syllabus as necessary. Students will be notified in writing/email of any such changes.