



## IFLA Core Activity on Preservation and Conservation

### Annual Report 2005

1 has been an important year for PAC with the evaluation of the programme. A new director was nominated to succeed Marie-Thérèse Varlamoff who will retire in March 2006.

#### A – MANAGEMENT

##### 2. *Advisory Board*

Members of the Advisory Board are :

- Sissel Nilsen, Chair, agreed to stay on the Board until next Governing Board chooses a successor
- Jan Fullerton, National Library of Australia
- Renée Herbouze, National Library of France (left the BnF, September 2005 and was replaced by Lucien Scotti)
- Deanna Marcum, Library of Congress, USA
- John McIlwaine, former Chair Section PAC, London, UK
- Jianzhong Wu, Library of Shanghai, China
- Ellen Namilha, National Library and Archives Services, Namibia
- Marie-Thérèse Varlamoff (MTV), IFLA PAC Director

Changes in the composition of the Advisory Board will be considered during the 2006 March meeting of the Governing Board, some members having retired or having left the position they had when they applied for AB membership.

##### 3. *Meeting of PAC Advisory Board – Oslo - August 14, 2005*

The advisory Board met in Oslo and mainly discussed the evaluation of the programme, giving hints for the future policy. Alex Byrne attended part of the meeting and insisted on the role of PAC in the new RDP (IFLA Relief and Development Partnership). Among the other points discussed:

- the weakness of communication between Regional Centres and the Focal Point ;
- definition of a clear policy/strategy prior to the establishment of PAC action plan;
- insufficient external funding;
- the job description for the future PAC director was discussed and it was decided that the future director whose nomination was to be decided in consultation between IFLA and the BnF would start working jointly with MTV in January in order to get acquainted with PAC various activities. They will jointly draw up a draft defining PAC global policy and strategic plan 2006-2008 after having considered proposals and inputs from Regional Centres.
- Although Jan Fullerton opposed the creation of additional new PAC Regional Centres in the immediate future, the possibility of having new centres created in the Middle East and Thailand was envisaged.

- PAC budget is not transparent enough and does not reflect the BnF total expenses. This should be made clearer in the future.
- An extraordinary meeting of all PAC directors was decided (Paris, March 2006) to coincide with a meeting of the Section PAC and the organisation by IFLA and the BnF of a preservation symposium.

(See full minutes in Annex)

### **3. PAC Regional Centres**

- North America – Washington - Library of Congress

At the request of MTV, the Regional Centre of the Library of Congress has established a North American Network (IFLA PAC NAN) gathering the following institutions and representatives :

- Cornell University: John Francis Dean or Barbara Berger Eden
- Harvard University: Jan Merrill-Oldham
- Johns Hopkins University: Sonja Jordan-Mowery
- Library of Congress: Dianne van der Reyden
- Library and Archives of Canada: Pierre Gamache
- National Archives and Records administration: Doris Hamburg
- National Park Service: Nancy Purinton
- New York Public Library: Evelyn Frangakis
- Smithsonian Institution: Eliza Gilligan
- University of Texas-Austin: Ellen Cunningham-Kruppa
- University of Utah: Randy Silverman
- Yale University: Roberta Pilette

This network focuses on developing an emergency “safety net” for library collections and has been particularly active in the aftermath of hurricanes *Katrina* and *Rita*.

- French speaking Africa - Porto Novo, Benin - National Library

Due to unexpected administrative and political delays, the Centre has not yet been operational.

- Asia – Tokyo - National Diet Library

The Regional Centre located at the National Diet Library and responsible for Asia has been particularly active in 2005, organising important meetings with partners in Asia. The Tsunami that affected Indonesia and Sri Lanka on December 26, 2004 was the purpose of an Open Seminar organised in Tokyo, December 6, 2005, which gathered around the national librarians from Indonesia and Sri Lanka, IFLA PAC Director, a representative of the Regional PAC Centre in Canberra (Australia) and a representative of the national library of Korea and one important audience mainly composed of Japanese. Both Indonesia and Sri Lanka reported on the damages undergone in their countries and expressed their needs, complaints and expectations. The establishment of a recovery policy and planning is still difficult because of lack of funding.

A meeting of the Directors of PAC Regional Centres in Asia took place on December 7 under the chairmanship of IFLA PAC director. Prior to the meeting, Tokyo had asked all participants to define their specific preservation needs.

Main decisions were:

- to improve communication between centres,
- to update the mailing lists for the distribution of IPN,
- to organise training sessions on the conservation of palm leaf manuscripts,
- to develop disaster plans based on the Blue Shield principles.

(See minutes in Annex)

### **7. Agreements between PAC Focal Centre and PAC Regional Centres**

Like each year a written agreement detailing the responsibilities of both parties was elaborated by PAC Focal Centre and sent for approval and signature to each institution hosting a PAC Regional Centre. It helped us to know which countries the centres are responsible for.

### **8. Meeting of PAC Directors – Oslo - August 15, 2005**

In 2005, PAC Directors met separately from the Advisory Board. The minutes of the meetings are attached in annex. The meeting focused on PAC self and peer assessments and on the report of PAC AB meeting of August 14.

Like the years before, not all directors could attend, mainly for financial reasons. Asia (Japan and China) and the Pacific were particularly well represented.

- Ximena Cruzat, PAC director from Chile, presented a report on the activities of her centre and on the creation of the Chilean Blue Shield Committee that she initiated.
- Each Director presented a brief report on the main achievements of his (her) centre.
- It was agreed to postpone the discussion on the poles of excellence and the establishment of the strategic plan. Both items will be discussed during the PAC Directors meeting in March 2006.

### **9. PAC evaluation**

An evaluation of the programme was carried on in two parts : A self-evaluation and a peer assessment. This work had never been done before and was time-consuming but proved to be very fruitful, as it underlined the failures and success of the programme, and consequently gave hints as to the global policy and strategic plan to be followed in the near future 2006-2008.

#### Self-evaluation

The self-evaluation of the programme over the last four years was conducted by PAC director in April-May 2005.

*(See the self-evaluation in Annex)*

#### Peer review

The self-evaluation was first sent for expertise to John Meriton, from the Victoria and Albert Museum and Helen Forde, from the International Council on Archives. They also conducted a series of interviews and then came to visit the PAC office in Paris on 29 June 2005, in order to check a few points.

*(See their final report in Annex)*

### **10. Survey on preservation needs and expectations, preparation of meetings and symposium**

A questionnaire was prepared by PAC Focal point and sent to each of the Regional Centres in order to prepare the exceptional meeting of the PAC directors to be held in Paris, at the BnF in March 2006. This meeting will coincide with the international preservation symposium hosted by the BnF (March 8-10, 2006) and co-organised by IFLA PAC, the Section on Preservation and Conservation and the BnF. Three themes will be treated: disaster planning, preservation measures and exhibitions, digital preservation.

Parallel to the symposium and the PAC directors meeting, a meeting of the Standing Committee of the Section PAC will also take place. PAC has been busy preparing those meetings and the symposium during the last three months of 2005.

### **11. Nomination of future PAC Director**

It was decided that the nomination of the future PAC Director would be discussed and decided jointly by IFLA and the BnF. The fact that the BnF supports the expenses of the Director's salary implied that the future director had to belong to the staff of the BnF and hence be a French national civil servant librarian.

The recruitment was processed in four steps :

- writing, discussion, translation, discussion and final approval by IFLA and the BnF of the job description,
- advertisement of the vacancy of the position and first selection by the BnF executives,
- audition of the selected candidates by Peter Lor, Lucien Scotti (director of the BnF international relations) and MTV,
- approval by the French administrative authorities of the nomination of Christiane Baryla.

## **B – ACTIVITIES**

### **1. Publications**

- IPN (International Preservation News) = PAC newsletter
  - IPN 34, published and distributed in January 2005. Print run 3500
  - IPN 35, published and distributed in May 2005. Print run 3200
  - IPN 36, published and distributed in September 2005. Print run 3200
  - IPN 37, edited in December 2005, published and distributed in January 2006. Print run 3200
- IPI (International Preservation Issues), Number 6 : IFLA Disaster Preparedness and Planning : a Brief Manual.

A working group was set up and several meetings took place in Paris, The Hague and Oslo gathering John McIlwaine, Ted Steemers (ICA) and MTV. The draft in English was written by John McIlwaine. Corine Koch, IFLA PAC Officer translated the draft into French and prepared the manuscript for publication. The Spanish version was done by Solange Hernandez from the PAC Centre in Venezuela. IPI will be published in a trilingual version (English-French-Spanish) in February 2006, print run 2000 copies. Copies will be distributed to participants during the Preservation Symposium in March 2006.

### **2. Translations**

Translations of IPN articles and of IPI 6 into French are done by Corine Koch, into Spanish by Solange Hernandez (Caracas).

Special effort was made by the Regional Centres to do translations into Japanese and Chinese.

### **3. Conference papers**

PAC Director presented 11 papers.

- “La unión es la fuerza : una red enfrente a los desastres, el papel del Escudo Azul en la protección de los bienes culturales”, Cuba, February 9, 2005
- “Un Bouclier Bleu pour sauvegarder le patrimoine culturel en danger”. Nanterre, France, February 15, 2005
- “Preservation of Newspapers in the International Context”, Canberra, March 20, 2005
- “Le Bouclier Bleu”, Paris, March 2005
- “Un Bouclier Bleu pour sauvegarder le patrimoine culturel en danger” Toulouse, April 8, 2005
- “ The First Step in Preservation : Building the Right Building”, Oslo, August 16, 2005
- “Disaster Planning : Why it is Important”, Oslo, August 17, 2005
- “ Histoire, rôle et activités du Bouclier Bleu”, Arles, October 11, 2005
- “Gestion des systèmes de protection et des réseaux du bâtiment”, Beirut, December 1st, 2005
- “Les systèmes de gestion et de protection des collections existantes et des collections à venir”, Beirut, December 1st, 2005
- “Organisation des espaces”, Beirut, December 2
- “ IFLA PAC and Preservation & Co-operation in Asia”, Tokyo, December 6, 2005

### **4. Mailing activity**

PAC Focal Point distributed IPN to the various Regional Centres.

- Beijing: 150 copies
- Canberra: 1200 copies
- Cape Town: 120 copies
- Caracas: 210 copies
- Moscow: 600 copies
- Paris: 2100 copies
- Porto Novo: 80 copies
- Rio de Janeiro: 210 copies
- Santiago de Chile: 120 copies
- Tokyo: 1350 copies
- Port of Spain: 120 copies
- Washington: 1350 copies

Paris Focal Point received 662 mails and sent 410 mails.

## **5. *Standardisation and guidelines***

- Standards

PAC Director is a member of a standardisation working group (AFNOR : French Association for Standardisation). The standard “An Assessment Method to Determine the State of Preservation of Archives and Library Materials / méthode d'évaluation de l'état physique des fonds d'archives et de bibliothèques” was published in 2005.

- Guidelines

Guidelines on disaster preparedness and planning were elaborated by PAC, written by John McIlwaine. Translated into French and Spanish. Publication expected in February 2006.

## **6. *Training***

PAC Director co-organised and/or participated in four training sessions:

- Following the workshops organised by IFLA PAC in Mexico (2003) and Trinidad & Tobago (2004) a third workshop on disasters was organised at the National Library José Martí in Cuba on February 9-10, 2005.
- Presentation of the Blue Shield during the Stage COSADOCA (Gathering colleagues from Switzerland) at the BnF on March 22, 2005.
- Participation to the “Stage international des archives “ and lectures to archivists on disaster preparedness, Paris, June 1st, 2005.
- Participation to the preservation course organised by the Centre de Conservation du Livre, Arles, France, October 11-13.

## **2005. *Expertise and surveys***

- Memory of the World

As a member of the Sub-committee of the Register and of the Sub-committee on Technology of Memory of the World, PAC Director attended several meetings:

- MTV and Jan Bos, from the Koninklijke Bibliotheek in Amsterdam revised the criteria for inscription on the Register of Memory of the World.
- meeting of the Memory of the World Sub-committee on Technology in Amsterdam, May 2005.
- meeting of the Committee of the Memory of the World Register in Paris, date
- meeting of the International Advisory Committee of the Memory of the World, which took place in Lijiang, China, June 13-15, 2005.

- SSRC (Social Science Research Center) Working group on Cuban libraries and archives

As every year a meeting of the working group took place in Havana, March 2005, to examine and discuss projects from Cuban institutions. Prior to this meeting a visit to several institutions in the eastern provinces was the occasion to observe the commitment of Cuban library professionals who, despite difficult conditions, are trying hard to safeguard their cultural heritage.

- Beirut: rehabilitation of the National Library of Lebanon

PAC Director was invited to take part, on behalf of IFLA, in the Conference on the rehabilitation of the National library of Lebanon (December 2005) and to give her point of view in regard to preservation issues. She delivered three papers.

- Canberra

Revision of guidance documents in the area of digital preservation conducted for ICABS, the IFLA-CDNL Alliance for Bibliographic Standards.

- Questionnaire on preservation needs and expectations (See A.7 ) to prepare March meeting and PAC strategic Plan 2006-2008

## **C – CO-OPERATION**

### **3. *Blue Shield***

PAC Director has been very active in the following structures of the Blue Shield,

- ICBS (International Committee of the Blue Shield): MTV attended 7 meetings.
- CFBB (Comité français du Bouclier Bleu) : MTV attended 18 meetings.

She is Vice-President of the Committee and chairs the Working Group on “Disaster Planning”. MTV is also a member of three other working groups: “Communication”, “Memorising Past Disasters” and “Intervention Units”.

A Seminar in Toulouse, April 8, 2005 gathered more than 130 participants on the theme of disaster preparedness. Following the Seminar, a local Section of the French Committee of the Blue Shield is currently in construction.

### **4. *UNESCO***

- Sub-Committee of the Register. PAC Director represents IFLA in this Sub-Committee. MTV attended two meetings in Paris and The Hague. She also participated in the meeting of the International Advisory Committee in Lijiang, China, June 13-15, 2005
- Sub-Committee on Technology: as a member of the sub-committee, MTV attended a meeting in Amsterdam, May 17-18, 2005
- Commission française Mémoire du Monde. MTV participated in two meetings for the selection of French documents to be proposed for inclusion on the Register of Memory of the World.

### **5. *ICCROM***

PAC represented IFLA at the General Assembly of ICCROM, Rome, November 9-11, 2005.

### **6. *ICA (International Council on Archives)***

PAC Director is an active member of the committee on preservation. Her advice is often requested on preservation issues. MTV participated in the Stage international des Archives .

## **D. PARTICIPATION OF PAC DIRECTOR TO CONFERENCES AND MEETINGS**

- Cuba February 9-10: “Taller de Protección de Bienes Culturales”
- Nanterre(France) February 15: Stage Mediadix
- Canberra March 19-21: “Asia and the Pacific: Newspapers in the 21<sup>st</sup> Century”
- Cuba March 12-17: Working Group on Cuba
- Toulouse April 7-8: 2èmes Journées d’études du Bouclier Bleu
- Amsterdam, May 17-18: Sub-Committee of Technology of Memory of the World
- The Hague May 19-20: meeting with Jan Bos (KB) on the criteria of Memory of the world and meeting with John McIlwaine and Ted Steemers (National Archives of the Netherlands) for the manual on disasters
- Paris, DAF June 1<sup>st</sup>: Stage international des Archives
- Lijiang (China) June10-18: Memory of the World International Advisory Committee meeting
- Mo I Rana (Norway), August 9-11: “Preservation Storage Solutions for all Library Materials”.
- Oslo, August 12-19: IFLA annual conference
- The Hague, October 3-5: meetings
- Arles (France), 10-14: Stage du Centre de Conservation du Livre
- Rome, November 8-13: ICCROM General Assembly
- Beirut, November30-December 2: International Seminar on the Rehabilitation of the National Library of Lebanon.
- Tokyo, December 6-7: Open Seminar on the damages caused by the Tsunami and meeting of the PAC Directors of Asia.

## **E – VISITS TO PAC FOCAL POINT**

- Sjoerd Koopman, IFLA Co-ordinator of professional activities
- Peter Lor, IFLA Secretary General
- Alex Byrne, IFLA President
- Sissel Nilsen, Chair of PAC Advisory Board

- Helen Forde, International Council on Archives
- John Meriton, Victoria and Albert Museum
- Anaïs Vion, Consultant for NALE (National Archives and Library of Ethiopia)

## **F – ACTIVITY REPORTS FROM PAC REGIONAL CENTRES**

*Compiled by Christiane Baryla. Detailed reports can be found in annex.*

### Publications

Regional centres reported to have distributed ‘International Preservation News’ (IPN) n°34, 35 and n°36. Because of financial and administrative difficulties (custom taxes). IPN 34 was the only one distributed by Caracas, to Venezuela and 10 countries from Latin America.

Several translations have been achieved by this PAC centre.

The Chile PAC centre has distribute IPN to more than 35 correspondents. They have translated the paper of Nevra Ertuk (IPN 36: Disaster from Great earthquake off Sumatra..)

South African PAC Centre has well distributed IPN and CD Roms at training sessions and workshops nevertheless they need to update their list of addresses. It will be done for July 2006.

The new PAC regional centre, hosted by the National Library of China (created in may 2004) translated in Chinese and compiled professional articles. They have made the directory of the institutions belonging to the field of Preservation.

Regarding the IFLA/PAC Centre for Asia, 500 copies of a brochure titled *IFLA Core Activity on Preservation and Conservation Regional Centre for Asia: for preservation networking in Asia* have been published and distributed. Translation in Japan have been made from IPN news. Mr Isamu Sakamoto gave an article in IPN n°36.

PAC Oceania and South East Asia regional centre was involved in the development of UNESCO *Guidelines for the Preservation of Digital Heritage*.

Eastern Europe and CIS Centre distributed IPN and translated abstracts in Russian

### Training

A number of workshops, lectures and courses has been organised by Caracas, Chile (in co-operation with Blue Shield), China, south Africa, Tokyo, Moscow and NAN, focusing mainly on conservation techniques. Training activities also include the hosting of interns from conservation programs and the publication of training materials or textbooks (Australia, Japan)

### Raising awareness

One of PAC’s major missions consists in raising awareness among library professionals, the public and the authorities, of the need to preserve the documentary heritage. This can be achieved through conferences and seminars where PAC directors present papers. The Cape Town PAC has been involved in several visits. China participated in exhibitions, Tokyo in forum, seminars and international conferences.

### Expertise and standards

All along the year, PAC centres focus on one specific field of excellence. Japan, concentrating on permanent paper, conducted the 18<sup>th</sup> testing PH testing of Japanese publications and research on the status of mass deacidification methods.

Australian Centre has been involved in a review of guidance documents such as standards and guidelines in the area of digital preservation conducted for ICABS.

## **G- Annexes**

- PAC Regional Centres reports
  - Australia
  - Brazil
  - Chile

- China
- Japan
- Russia
- South Africa
- Trinidad and Tobago
- Venezuela
- Washington
- self assessment
- peer evaluation
- minutes of PAC Advisory Board meeting, Oslo, August 2005
- minutes of PAC Directors meeting, Oslo, August 2005
- minutes of ASIA PAC Directors meeting, Tokyo, December 7, 2005

*Marie-Thérèse Varlamoff*  
IFLA PAC Director

*February 20, 2006*

## **ANNEXES**

### **Australia - Canberra**

#### **Summary report on activities and issues IFLA PAC Regional Centre for Southeast Asia and Oceania**

##### *Recent activities – focus area of excellence*

The IFLA PAC Regional Centre located at the National Library of Australia (NLA) has a designated focus for excellence in preservation of digital collections. This focus fits well with the NLA's work in developing its own digital preservation programs and in working with others to develop international good practice.

Over the past few years, the Regional Centre has been responsible for three significant initiatives intended to assist others in the Region:

1. The PADI information service ("Preserving Access to Digital Information"): this is a web-based subject gateway to information about digital preservation. PADI is widely quoted as the world's best resource for those undertaking digital preservation programs. In recent years we have tried to make it easier for new users to find information through a series of "trails" that introduce specific topics; we are currently developing a new part of PADI to provide information about, assessment of, and links to a wide range of tools that people can use to manage their digital collections.
2. In 2002/2003, the Centre was involved in the development of UNESCO *Guidelines for the Preservation of Digital Heritage*, and a draft UNESCO Charter on the same subject. Associated with this project, the Centre hosted a Regional Consultation Meeting for Asia and Oceania in Canberra, to discuss the key needs in preserving the emerging digital heritage of the region.
3. In 2004/2005, the main activity for the Centre was the presentation of a six-day workshop on digital preservation, hosted by the National Library of Malaysia and funded by UNESCO. This workshop involved 21 participants from National Libraries or National Archives of 12 (mainly) regional countries (Cambodia, Indonesia, Laos, Malaysia, Maldives, Myanmar, Nepal, Philippines, South Africa, Sri Lanka, Thailand, and Vietnam).

[The Centre has also been involved in two related, though not IFLA PAC focused, activities in the area of digital preservation:

4. The Australian Partnership for Sustainable Repositories (APSR): a partnership with a number of Australian universities aimed at improving awareness of digital preservation issues in the Australian Higher Education

sector, and identifying practices and tools that will increase their capacity to look after their own digital information resources. This initiative has the potential to be of assistance to universities in our region beyond Australia.

5. A review of guidance documents such as standards and guidelines in the area of digital preservation, conducted for ICABS (the IFLA-CDNL Alliance for Bibliographic Standards) in 2005. ]

### ***Recent activities – other than main focus area***

Beyond the area of digital preservation, the Centre has undertaken five important projects over the past few years:

1. Training materials in preservation microfilming, developed in conjunction with the State Library of South Australia. This initiative was based on a survey of training needs in the region, and was trialled by a number of regional partners. On completion, a copy of the training package was supplied to at least one national collecting institution in each country in the region, and further copies made available on request.
2. Establishment of a Register of preservation projects in Southeast Asia and the Pacific. The aim of this was to identify projects that might need ongoing assistance, and gap areas that were not being addressed. Unfortunately, the NLA has been unable to maintain the service as an up-to-date database, so its usefulness decreases over time.
3. Support for the establishment of an Australian Blue Shield Committee, in 2005. This Committee has only recently come into existence and is still working out a program and ways of working.
4. Training: the Centre has only been able to offer very limited preservation training programs, which have been undertaken by visitors from Myanmar and Fiji. The Centre also funded a visit to the Pacific by a conservator to provide some training. The Centre hopes to increase its training program in the future.
5. Responses to requests for advice and assistance: the Centre responds regularly to requests from regional partners for information and advice. We need to address some communication issues in the future to ensure we can provide a more timely and useful service.

### ***Critical issues***

The critical issues for the Regional Centre in Canberra include:

1. Resourcing: the past few years have been difficult with decreased staffing levels (currently no more than about 0.1 FTE available for IFLA PAC work), and unstable staffing making it hard to maintain any momentum.
2. Changing our approach: for resource reasons, the Regional Centre has focused on making other NLA activities useful for regional partners. However, many of our partners have needs in areas that we have not been able to address.
3. Communication: we need to establish a better contact list of partner libraries in the region so that there is more frequent and useful communication. We also need to work with other Regional Centres, and fully support the initiatives of the Centre for Asia in addressing this need.

Colin Webb  
Director, IFLA PAC Regional Centre for SE Asia and Oceania  
6 November 2005

Annual Report of the Regional Preservation Center of Brazil/IFLA/PA for the year 2005

*By Celia Ribeiro Zaher*

*Director, National Library and responsible for the Regional Preservation Center  
at the National Library*

The Regional Preservation Center of Brazil located at the National Library Foundation had its regional and national activities curtailed due to the restructuring and modernization of its premises and equipment, which prevented to carry out during the year 2005 its regional activities and also reduced its national programming.

The activities of the Regional Preservation Center of Brazil encompass three laboratories of the National Library, such as the Preservation Laboratory, Restoration Laboratory and the Microfilming and Imagery Laboratory, which includes digitized unit as well as traditional microfilming and photography, and covers the digitizing programs for books, manuscripts, stamps , maps and scores.

The Restoration Laboratory was totally restructured during 2004 and was enlarged and better equipped, which has permitted to offer training courses and demonstrations more efficiently and to serve as a model laboratory.

The Preservation Laboratory was reformed in 2005 with an addition of space to accommodate more efficiently the binding office in a better flow of activities, as well as to separate it from the Preservation Laboratory per se .It also gained more space better equipped with a larger number of lighted tables and an special space for water cleaning area, separated from the rest of the dried treatment. The lightning and air conditioning were changed to meet international standards of illumination and climatic conditions and safety. These changes will also permit to better accommodate the training courses, which are provided every year at national and regional levels.

Nevertheless, the major changes occurred in the Microfilming and digitizing laboratory which was totally transformed in its electrical wiring and climatic environmental control, as well as was expanded of its space to which were added 400 square meters.. This new space was previously occupied by the storage of newspapers already microfilmed. These newspapers of around 3.210 linear meters of collection corresponding to around 60.000 volumes were transferred to the Annex of the National Library which is a storage building which holds collections of newspapers and books.

This material since it was microfilmed is out of circulation in the main building and access is provided only on microfilm, digital format or in electrostatic paper copy made from the master microfilm copy. In order to accommodate a larger flux of requests for microfilm perusal an extra 10 microfilm readers were made available to users in the newspaper reading room, as well as a microfilm paper copy machine.

This restructure to enlarge the Laboratory had, as its main objective, to build a safe specially constructed against fire within the space vacated covering 105 square meters for storage of master microfilm rolls and digitized master archives, and prepared against fire and with control of climatic conditions 24 hours a day.

This safe room stores 48.000 rolls of microfilm already in existence and permits a growth for the next 10 years thanks to the compact archival process installed. It also stores DVDs and HD with digitized master and film images to safeguard these masters in different supports, besides paper. for future generations and in ideal conditions of safety and preservation. These masters cover rare books, scores, manuscripts and maps and rare collections specially selected besides de 19th and 20th century newspapers.

This safe storage for microfilm is the first to be constructed in the national libraries of the Region, as well as in Brazilian libraries and responds to the concerns of safeguarding copies of the original newspapers, which will naturally deteriorated in its original paper support. This project located the 700 titles removed and to do so had to transports in safe conditions around 60.000 newspaper items, which took several months to accomplish.

The Digitizing unit of the Microfilming and Photography Laboratory was expanded, as well as the microfilming preparation unit, which is responsible for the cleaning of the originals prior to microfilming.

The Microfilming unit was expanded with an additional modern machine to accelerate the newspaper microfilming and the Digitizing unit gained several new scanner machines and mainly the Power Phase scanner, as part of an agreement with the Library of Congress to digitize Brazilian items. At present , the laboratory have equipment to scan bound books, large flat surface material such as maps, as well as microfilming scanner for users requests.

These renovations and modernization of equipment ad space were made possible thanks to the grants received from the VITAE Foundation ,a non-profit cultural organization , which made available to the National Library the amount of US\$386,000.00 for the work and equipment for the reform of the laboratories of Restoration, Preservation and Microfilming and Photography including Digitize unit.

The reform also included computer equipment for treating images such as Mackintosh with large screens and the National Library also contributed financially to these reforms and acquisition of computers and microfilm readers.

Even though the renovation work in the laboratories disrupted the working production an special material consisting of 56.000 documents received by the National Library in 1993 and dating from the 19<sup>th</sup> century of a musician, were treated thanks to a grant received of US124,000.00 from the cultural program of support to Brazilian institutions carry out by the petroleum company Petrobras.

These internal reforms prevented the Regional Center to perform any assistance task, but no request was made during this period since the countries of the region assigned , Bolivia and Paraguay, received technical assistance and courses, as well as fellowship financed by ABINIA in the previous year.

During the year conferences were made at IFLA that mentioned the creation of the Center in Brazil, but no special leaflet was prepared. The next step is to make better known the creation and IFLA/PAC program within Brazil itself, as well as prepare some guidelines for digitizing procedures and microfilming.

## **IFLA/PAC- ESCUDO AZUL 2005**

### **1.- PUBLICACIONES**

Se realizó la traducción al español de cuatro artículos de la publicación de la IFLA “Preparing for the Worst, Planning for the Best. Protecting our Cultural Heritage from Disaster”. Los artículos corresponden a los siguientes títulos

- “Comparación de distintos métodos de secado”,
- “Preparación frente a terremotos en el Museo de Estambul”,
- “Manejo de desastres y bibliotecas; planificación en acción: Una perspectiva institucional”,
- “El Escudo Azul ¿La Cruz Roja de la cultura?”.

Los artículos están en Internet en el sitio web de IFLA.

La traducción del artículo “Preparación ante los terremotos de los Museos de Estambul” de Nevra Erturk fue publicado en la revista Internacional Preservation News, N 3 de septiembre del 2005.

Se organizó una red de distribución de materiales de 35 destinatarios. La difusión de los materiales traducidos estructuró, a comienzos del 2005, la nómina de todos los participantes en la red del Escudo Azul, tanto en Chile como Argentina, Perú y Ecuador.

Además se ha realizado la difusión en la prensa y páginas web sobre el Comité Nacional del Escudo Azul e IFLA/PAC

### **2.-SEMINARIOS**

Entre el 13 y 14 de Octubre del 2005 se realizó un Seminario Escudo Azul “Red para la protección del Patrimonio Cultural” en la Biblioteca Nacional con los objetivos siguientes:

- Crear una red de cooperación e integración entre organizaciones a nivel nacional, regional e internacional para la protección del patrimonio cultural,
- Difundir la misión y actividades del Escudo Azul e intercambiar experiencias en relación con planes de emergencia y rescate.

En este seminario participó Argentina y representantes de los principales museos, bibliotecas, archivos del país, Instituciones de Seguridad nacionales y universidades.

Las presentaciones fueron las siguientes:

- Red para la protección del patrimonio cultural. Escudo Azul/Ximena Cruzat (Biblioteca Nacional)
- El Escudo Azul en el contexto internacional/Ana María Maza (Dibam)
- Protección civil y del patrimonio cultural de Chile/Humberto Maturana (ONEMI)
- Protección civil: Una visión de futuro/Carmen Fernández (ONEMI)
- Preparación de profesionales y museos frente a una Emergencia/Claudia Cabouli. Argentina
- El plan de emergencia. Elaboración y experiencia en el Museo Histórico Nacional/Juan Manuel Martínez ( Museo Histórico Nacional)
- Evitemos el memoricidio de la Biblioteca Nacional. Plan de Emergencia/Ma. Antonieta Palma.( Biblioteca Nacional)

- Rescate en Arequipa/Magdalena Fuenzalida (CNCR)
- Efectos del terremoto en Arica. Proceso de restauración/ Magdalena Pereira
- Rescate y puesta en valor de cuatro archivos históricos de la V Región/Francisca Gallegos ( Red ARPA)
- Plan alerta y rueda de salvamento. Instrumentos para la Gestión y el rescate/Magdalena Fuenzalida, Paloma Mujica (CNCR) y Ma. Antonieta Palma.(Biblioteca Nacional )

Con los asistentes al seminario se complementó la red para intercambiar conocimientos y experiencias en el tema de prevención y salvaguarda del patrimonio

### 3.-CAPACITACIÓN

La Biblioteca Nacional y DUOC UC establecieron un importante convenio para el estudio de evaluación de riesgos, enfocado a incendios y medios de seguridad. Para ello, la Dirección de la carrera de Ingeniería de Ejecución en Prevención de Riesgos de dicho Instituto firmó un convenio para llevar a cabo un trabajo conjunto con la Biblioteca Nacional y con la colaboración del Instituto de Normalización Previsional INP (Sector Activo en Prevención de riesgos).

En ese convenio se acordó que los alumnos de último año de la carrera aplicarán sus conocimientos en prevención y protección contra incendios en uno de los lugares patrimoniales mas importantes del país, desarrollando programas de preventivos acordes a la infraestructura de la Biblioteca Nacional

Los alumnos están trabajando en coordinación con el Comité Paritario y personal del Instituto Nacional de Previsión.

Además de realizar la inspección del edificio a fin de conocer su vulnerabilidad ante un posible incendio para dar recomendaciones para su prevención, los alumnos evaluaron y complementaron el plan de emergencia y evacuación de la Biblioteca Nacional. Se llevarán a cabo prácticas de simulacro y capacitaciones de los funcionarios con la colaboración de los organismos asesores.

El trabajo final de los alumnos del DUOC denominado “Pautas de evaluación de riesgos” permitirá a los futuros Comités Paritarios y encargados del edificio realizar inspecciones y verificaciones de los riesgos posibles en la Biblioteca Nacional, con énfasis en los incendios.

A través del Comité Paritario y el Instituto de Normalización Previsional se realizaron capacitaciones del personal en el marco de la prevención de riesgos. Los cursos impartidos fueron los siguientes:

CURSO	Malla Seguridad de Emergencia Plan de Emergencia – Rol del Brigadista
RELATOR	INP
FECHA	23-08-2005
HORAS	4 horas
ASISTENTES	13

CURSO	Malla Seguridad de Emergencia Práctica de Extintores
RELATOR	INP
FECHA	24-08-2005
HORAS	4 horas
ASISTENTES	13

CURSO	Primeros Auxilios
RELATOR	INP
FECHA	1 al 2 de septiembre 2005
HORAS	8 horas
ASISTENTES	2

CURSO	Semana Contra el Fuego Práctica de Extintores
RELATOR	Omar González Iturra
FECHA	27 y 28 de septiembre de 2005
HORAS	4 horas
ASISTENTES	5

CURSO	Segundo Encuentro de Comités Paritarios :Seminario Gestión Preventiva
RELATOR	INP
FECHA	23-11-2005
HORAS	8 horas
ASISTENTES	8

#### **4.-COOPERACIÓN**

Se ha logrado integrar al Comité Escudo Azul Chileno a la Oficina Nacional de Emergencia, ONEMI, dependencia del Ministerio del Interior. La NOEMÍ es una institución de gran experiencia en la prevención de catástrofes y en la capacitación frente a emergencias, Se iniciaron acciones de cooperación internacional con la difusión de materiales y con la participación de una delegada de Argentina al Seminario de octubre 2005.

Brigada de Colecciones del Escudo Azul.- Durante el 2005 se ha continuado la sensibilización del personal de la Biblioteca Nacional sobre la prevención de desastres y se integró a esta brigada una mayor cantidad de personal de la institución.

El Comité Paritario de la Biblioteca Nacional mediante un proyecto está cooperando en obtener mejores medidas de seguridad para evitar un desastre en el edificio

## The Report of IFLA PAC China Center 2005 OSLO

It is very comfortable in the Mid-summer in Oslo. I am very glad that we gather here to discuss the preservation and conservation. After the PAC China Center was built in May 2004, it works on the following aspects:

### 1. The creation of the China Center Work Infrastructure

- Made the directory of the organizations and institutions in the field of preservation and conservation in China.
- Translated and compiled the professional articles in to Chinese in the field of preservation and conservation from the PAC Focal Point, and printed with the title “Issues on the Preservation and Conservation” and then disseminated to the libraries in China.
- Organized training sessions. On June 14-17, 2005, NLC held “The Training Session for the Restoration of Ancient Books”. 25 conservators from over ten institutions took part in the training session. China Center also plans to hold a senior training session in the later half of year to announce the latest development of preservation and conservation.

### 2. Lobbied the government and made guidelines for the preservation and conservation.

- Made the Plans for the Protection of Chinese Ancient Books and Special Collections. This plan is on the national scale, which has 7 major tasks: conducting the Nation-wide Ancient Books Survey, building the National Center and Sub-Center in different parts of China for protecting and restoring the ancient books and special collections, finishing the restoration of some rare items and the supply of relevant equipment, training the conservators of different levels, creating the “Ancient Books Stack Environment Monitoring System”, assessing “the national rare books stack ” and republishing some rare books that are in severe danger. At present, the China Center is making standards for carrying out the above plan.
- Built the Special Stack for the Dunhuang Documents. With the funding from the national finance, the NLC completed the production of 12,000 wood boxes and 144 book cabinets, as a result, each volume can be stored in one box. Meanwhile, the NLC built a new special stack with the best preserving

environment in the world. In addition, the preserving conditions for the “Great Encyclopedia of Ming Dynasty” and “Complete Library of Buddhist Scriptures” have been improved.

- Worked with the government on making standards for the profession of Conservators. With the instruction of the Ministry of Culture, Ministry of Labor and Ministry of Personnel, the China Center finished the creation of the standards for the profession of Conservators and compilation of the training textbooks. The China Center will also conduct some trainings and assessment of the conservators.

3. Raised the awareness of public to the preservation of library materials.

- The activity held by the NLC called “everybody takes part in the preservation of national treasures” aims at shortening the distance between the rare books and the public, and providing an opportunity for the public to join in the preservation to the library materials. Since 2003, this activity has attracted much attention of the public.
- Every year, NLC holds an exhibition of Ancient Books Restoration, which tends to emphasize the importance of preservation.
- Apply the “World Memory Heritage”. The National Library of China has successfully declared 5 “China Archive Documents Heritage” and in the last year, NLC began to declare the “Architectural Draft of Lei’s family in Qing Dynasty ”as “World Memory Heritage”, meanwhile, NLC held the exhibition of these architectural drafts. There are two purpose: one is to strengthen the preservation of rare archive documents, the other is to help the public know more about the “World Memory Heritage”, realize the importance of preservation and raise their awareness.

4. In a word, Preservation and conservation is related to the continuity of the civilization, we must pay enough attention. The PAC China Center is willing to make its contributions to this undertaking.

*Chen Li,*

*Director IFLA PAC Regional Centre*

## Report on Activities of the IFLA/PAC Regional Centre for Asia January December 2005

In order to facilitate cooperation among libraries at home and abroad, the National Diet Library (NDL) formulated the Preservation Cooperation Program in 1989 and the IFLA/PAC Regional Centre for Asia has been active in the Program ever since. The following is what the NDL carried out from January to December 2005 based on the Program.

### 1/ Considering a medium term action plan of the Regional Centre for Asia

Looking back at the overseas activities of the Regional Centre for Asia, it is not possible to say that they have been entirely adequate. So, in order to promote preservation activities more particularly for Asian countries, the medium term action plan of the Regional Centre for Asia is now under consideration. We will take the following proceedings in future: by an agreement at the Meeting of Directors of the PAC Regional Centres in Asia, all Regional Centres in Asia will formulate their common action plan in accordance with the IFLA/PAC Strategic Plan 2006-2008. Then the Regional Centre for Asia will formulate its medium term action plan based on that common action plan.

### 2/ Publications

#### (1) Brochure of the IFLA/PAC Regional Centre for Asia

We published 500 copies of a brochure of the IFLA/PAC Regional Centre for Asia titled "IFLA Core Activity on Preservation and Conservation Regional Centre for Asia: for preservation networking in Asia" in November. We will distribute them to visitors from Asian countries, libraries and institutions in the area covered by the IFLA/PAC Regional Centre for Asia, and others.

#### (2) Translations

We have translated "A Blue Shield for the Protection of our Endangered Cultural Heritage" (*IPI*, no.4) and "Care, Handling, and Storage of Photographs" (*IPI*, no.5) into Japanese. We will publish them next year, and at the same time, load them onto the NDL website and send them to the International Focal Point for loading on IFLANET. We also load the Japanese translations of recent "News" given in the *International Preservation News* on the site, preservation and conservation, in the NDL website.

#### (3) Distribution of IFLA/PAC publications

*International Preservation News* no.34, 35 and 36 were distributed to libraries and institutions in the area covered by the IFLA/PAC Regional Centre for Asia.

#### (4) Contribution

We asked Mr. Isamu Sakamoto, Paper Conservator, Director of the Tokyo Restoration and Conservation Center, to contribute an article titled "Disaster from great earthquake off Sumatra and subsequent tsunamis including damage to cultural heritage" to the *International Preservation News* No. 36 published in September. He is still engaged in the restoration of soaked and muddy land ledgers in Banda Aceh, Indonesia, subsidized by the Japan International Cooperation Agency (JICA).

### 3/ Training

#### (1) Dispatch of lecturers

Mr. Masaki Nasu, Director of the IFLA/PAC Regional Centre for Asia, gave a lecture on the present status of preservation in the NDL and the activities of the IFLA/PAC Regional Centre for Asia to the participants in a workshop hosted by the Library of Nagoya University on February 23. To give an introductory lecture on preservation, we sent some staff members of the Preservation Division to libraries throughout the country; Mr. Takashi Ishiwatari to the Izumo City Library and Information Centre on October 25.

#### (2) The 9th Preservation and Conservation Training Program

The 9th Preservation and Conservation Training Program was held at the NDL on July 6 and 7, in which 32 Japanese librarians participated. The purpose of the Program was to acquire elementary techniques for mending deteriorated materials.

### **(3) Preservation training through an online training system**

We are in process of preparing a textbook for an online training system intended to provide preservation training for library staff mainly in Japan from a remote site available from FY 2006.

## **4/ Raising awareness**

### **(1) The 17th Forum on Preservation**

The purpose of the Forum is to enable experts on preservation and conservation to share and exchange information every year. The 17th Forum on Preservation was held at the NDL on February 10, in which 69 Japanese experts from libraries, archives, museums, etc. participated. Since several disasters occurred last year, we took disaster control as a theme. In the Forum, a lecture titled "Disaster prevention and emergency response: introduction of the Japanese version of the emergency response and salvage wheel" is given by Professor Toshihide Uchida, Kyoto University of Art and Design, and the usefulness of the wheel was discussed by participants including those who had been directly affected by disasters.

### **(2) Open Seminar on the damage caused by the Indian Ocean Tsunami**

An open seminar on the damage caused by the Indian Ocean Tsunami was held at the NDL on December 6, 2005. It was an occasion to figure out how Japan and other countries would be able to support the recovery through their cooperation with the IFLA relief program now under consideration as well as to raise awareness of disaster prevention. The program was as follows: Keynote address: "Disaster programs of the IFLA PAC" by Marie-Thérèse Varlamoff, Director, PAC International Focal Point, Reports of countries damaged by the Indian Ocean Tsunami given by Dady P. Rachmananta, Director of the National Library of Indonesia and by Upali Amarasiri, Director of the National Library Sri Lanka, "Restoration of soaked and muddy land ledgers in Banda Aceh, Indonesia" by Isamu Sakamoto, Paper Conservator, Director of the Tokyo Restoration & Conservation Center and "Recent activities of the IFLA/PAC Regional Centre for Asia" by Masaki Nasu, Director of the IFLA/PAC Regional Centre for Asia.

### **(3) The 13<sup>th</sup> CONSAL Conference**

Mr. Masaki Nasu, Director of the IFLA/PAC Regional Centre for Asia, submitted his paper titled "Preservation needs in Southeast Asia and the IFLA/PAC Regional Centre for Asia," for the session on preservation and conservation at the 13<sup>th</sup> Congress of Southeast Asian Librarians (CONSAL) Conference to be held in Manila on March 25-30, 2006 on the theme: CONSAL at the crossroads: challenges for greater regional cooperation.

### **(4) Organizing a Pre-conference of the World Library and Information Congress in Seoul**

The IFLA/PAC Regional Centre for Asia will host a pre-conference of the World Library and Information Congress in Seoul, 2006, to be held from August 16 to 17 at the NDL under the theme of Preservation and conservation in Asia. The meeting will be sponsored by several IFLA organizations: Preservation and Conservation Section, Asia and Oceania Section and IFLA/PAC Core Activity. It will aim at the following: to grasp the situation of preservation in Asia; to identify preservation needs in Asian countries; to coordinate present preservation activities in Asia and discuss the future form of collaboration. It will also be an occasion for librarians and experts who are interested in preservation and conservation of Asia, to gather from all parts of the world and to communicate with each other. It will also motivate participants to develop preservation activities in Asia.

## **5/ Cooperation**

### **(1) Strengthening relationships with libraries and institutions in Asian countries**

We are now making efforts to create a mailing group for the whole Asian region, but we cannot gather information as we wish. We intend to pursue the matter taking advantage of every means and opportunity.

### **(2) Meeting of Directors of the PAC Regional Centres in Asia**

We hosted the above meeting at the NDL on December 7, 2005 in the presence of Ms. Varlamoff from the International Focal Point, Ms. Lloyd from the Regional Centre for Oceania and Southeast Asia, Mr. Yan from the Regional Centre for China, Mr. Rachmananta from the National Library of Indonesia, Mr. Amarasiri from the National Library of Sri Lanka, and Mr. Li from the National Library of Korea. Main points of discussion at the meeting were; shared roles of the Centres and their networking, preservation needs survey, preservation cooperation activities (preservation information services, research and studies, education and training programs), disaster plan (prevention, preparedness, response, recovery), problems peculiar to Asia, utilization of the CONSAL and CDNLAO, etc. As a result, the meeting came to the following conclusions: Both the Regional Centre for Oceania and Southeast Asia and our Regional Centre should exchange each mailing list and share it; Both the Regional Centre for China and our Regional Centre should make further efforts to translate the IFLA/PAC publications into each language; Regional Centres should make a discussion list to strengthen their

communication; Regional Centres should disseminate the idea of Blue Shield and encourage each National Library in Asia to make a disaster plan; the IFLA/PAC activity will expect Chiangmai University in Thailand to propose becoming a new Regional Centre and also consider creating a Partner Library in South Asia. At the end of the meeting, we proposed that Ms. Varlamoff should formulate the IFLA/PAC Strategic Plan 2006-2008 considering agreements at this meeting as opinions from Asia and we should formulate the "Action plan of the Regional Centres in Asia" based on agreements at this Meeting as well as the IFLA/PAC Strategic Plan 2006-2008 soon after April next year. We also proposed that the Regional Centres should establish the following setup: if a disaster should occur, a library damaged by the disaster contacts the Regional Centre in its region immediately and its Regional Center provides information services on appropriate first -aid treatment to the damaged library. The Regional Centre also contacts other Regional Centres in the region and the International Focal Point.

### **(3) Visitors from the National Library of Korea**

A delegation from the National Library of Korea (NLK) headed by Mr. In-Yong Shin, Director of the Thesis Library, visited the NDL under the 9<sup>th</sup> Mutual Visit Program between the NDL and the NLK from June 1 to 6. Taking this opportunity, we exchanged opinions and discussed preservation cooperation between the two Libraries with them on June 3.

### **(4) The 3<sup>rd</sup> Social Meeting for Experts in Preservation**

As far as the damage caused by the Indian Ocean Tsunami is concerned, we have been collecting information from related institutions to find appropriate ways of support for libraries and archives in the affected regions. For this purpose, we held the 3<sup>rd</sup> Social Meeting for Experts in Preservation from libraries, archives and museums and other institutions on March 8 and exchanged information and views with staff members of related institutions including the National Archives of Japan and the Japan Library Association.

## **6/ The field of excellence**

### **(1) pH testing**

The Preservation Division conducted from November to December 2005 the 18<sup>th</sup> pH testing of current Japanese publications published in 2004 and held by the NDL. By random sampling, 536 items from 15,313 monographs and 491 items from 15,355 titles of periodicals were picked out. According to the result of the 17<sup>th</sup> pH testing in October 2003, the rate of acid-free paper use was 94.6 % in monographs, 86.9 % in periodicals and 91.4 % in total. Generally speaking, the rate of acid-free paper use is increasing steadily and will come up to our expectations this time. We will give out its result by March next year, within the fiscal year.

### **(2) Research on the status of mass deacidification methods**

The NDL deacidified about 4,000 additional copies of Japanese books from FY1998 to FY1999 using the gaseous phase DAE (dry ammonia ethylene oxide) method on a trial basis. Drawbacks, however, have been pointed out, such as a smell that persisted after treatment and paper that was turned slightly yellowish. Last year, we asked the Chemicals Evaluation and Research Institute, Japan, to investigate the smell in the material and to evaluate the effectiveness of triethanolamine, which remains as an alkaline reserve in treated paper. As a result, it was found that the smell comes from acetaldehyde of a level that is safe for health, and triethanolamine decreases, but pH is still within the range of alkali. Before starting a mass deacidification project for our collections, we must also research other mass deacidification methods around the world as well as consider the requirements of paper-based materials according to a previous assessment of their degree of deterioration. For that purpose we looked through many documents on mass deacidification, sent a staff member of the Preservation Division to the Netherlands and Germany for inspection from March to April, and eventually made a report of the status of mass deacidification methods including translations of the documents in April.

## **7/ Others (activities of the National Diet Library)**

### **(1) Considering the National Diet Library Preservation Plan 2006 and the National Diet Library Microfilming Plan 2006**

We are now considering the revision of both "The Action Plan of Preservation and Conservation for the National Diet Library from FY 2003 to 2005" formulated in June 2003 and the microfilming plan of "The Action Plan of Reformatting from FY 2003 to 2005" formulated in March 2003.

### **(2) Research on long-term preservation and accessibility of packaged electronic materials held in the NDL**

The Digital Library Division of the Kansai-kan has been tackling a three-year digital preservation research project from FY2002 and has already obtained some important results. In FY2004, the Division carried out migration and emulation on some hundreds of samples of CD-ROMs published in Japan, acquired before 1999 by the NDL, on a trial basis. As a result, it was found that migration and emulation using the application programs on the market are not very effective for long-term preservation of CD-ROMs. Based on these results,

the Division is planning to develop a preservation system ensuring access to the digital contents through the implementation of migration and emulation strategies.

**(3) Countermeasures against deteriorated microform materials**

The Preservation Division is taking urgent countermeasures against heavily deteriorated or deteriorating materials held in the Library according to the degree of deterioration found in the previous assessment. In particular, the Division is reproducing deteriorated microfilms and replacing many paper envelopes of deteriorating microfiches with new acid-free ones.

**(4) Considering disaster plans for the National Diet Library**

We are continually considering disaster plans for the National Diet Library and guidelines for disaster control in Japan.

**(5) Web archiving and an online deposit system**

Based on the “Medium term plan of the digital library,” the Library is making efforts to get out of the present experimental phase, realize regular web archiving and create an online deposit system for the permanent preservation of digital information resources in the near future.

## **Report of IFLA PAC Regional Center activities in 2005**

### **1. Publications**

- Distribution of IPN (№№ 33, 34, 35, 36) with Russian fliers (i.e. resume translated into Russian) to 200 addresses

### **1. Training**

- training in East binding in Vienna (Austria) – 1 restorer (June, 2005)
- training at VGBIL for 2 restorers from Moscow and Suzdal (March-April, 2005)
- training at VGBIL for the restorer from Yakutia (December, 2005)
- training in restoration and management at National Library of Czech Republic - 1 restorer (May, 2005)

### **2. Raising awareness (participation in conferences, seminars, etc)**

- participation and report “Microfilming and digitizing in Library for Foreign Literature” at the Conference devoted to electronic databases (Kremlin), April, 2005
- participation (3 restorers) in the seminar “Machine methods of document conservation” (Russian State Library, Russian National Library), April 2005
- participation (2 restorers) in X-th Annual Conference of Russian Library Association (May, 2005)
- participation in the work of Russian Preservation Program (microfilming and scanning newspapers, i.e. hybrid technology) (2005)
- participation (2 restorers) in the work of examining board for passing-out examination (Suzdal Restoration Institute) (May, 2005)
- distribution of video films (*Into the Future, If Disaster Strikes, Handling Printing Books, Controlling your Library Environment, Minor Repair*) among regional libraries who apply for Russian versions (2005)
- distribution of the database “Preservation” designed by IFLA Regional Center (Moscow) for testing libraries fonds physical condition (2005)
- Daily consultations on different aspects of preservation with the regions

### **4. Cooperation**

- setting up the Preservation Centre in LFL in cooperation with PAL (Preservation Academy of Leipzig)

We plan to continue the setting up of Preservation Centre in LFL, studying of mass deacidification technology and spreading the information about the possibility of mass deacidification of documents in our centre.

## **Annual Report 2005**

**PAC Director : Johann Maree**

**Region: Southern Africa**

1. PUBLICATIONS: The centre has not produced any publications during 2005. A paper at the SAPCON- Conference , East-London , June 2005 was delivered by Johann Maree. The paper dealt with international preservation bodies and was an ideal opportunity to promote PAC and it's activities.
2. IPN It has taken quite some time to update and extend the address list. Most of the South African addresses have been verified. Adresses outside the borders of RSA remain a problem and unverified. The help of Africa Section will be called for to update the address list.
3. The centre has once again been very active with training activities. My contribution here has been that of a one-man band. It is indeed difficult to just train for PAC. One thing remains for sure: I may wear many hats but the activities of PAC are always and foremost promoted. This year The South African Museum Association(SAMA) has embarked on extensive training. Johann Maree has presented two 10 day intensive hands-on paper preservation workshops. Thirty-five students have been trained.
4. Raising awareness : The centre has been involved in several visits outside of Cape Town : Windhoek, Namibia, Bloemfontein, Kimberley, East London. Pietermaritzburg. All these visits have been used to raise an awareness of the urgent need to pay attention to Preservation requirements. In Pietermaritzburg, Natal Johann had the opportunity to address the public at a heritage day celebration. The meeting was well attended and reported in the press.
5. Co-operation : We maintain ties with IFLA and its various bodies and committees. Locally we maintain ties with our local preservation body, SAPCON. Other institutions are SAMA and LIASA (library and information science).
6. The strength of the regional PAC office lies in the fact that it has been for years a centre where institutions and individuals can come to, write or phone for advice and help regarding preservation issues. We have an open door policy and have many friends in the field. Several success stories have been reported by institutions over the years and we claim a little of that success.

Johann Maree, Cape Town. 20 December 2005

**IFLA-PAC REGIONAL CENTRE FOR THE CARIBBEAN  
AT  
THE NATIONAL LIBRARY OF TRINIDAD AND TOBAGO  
NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY  
(NALIS)  
ANNUAL REPORT 2005**

## Introduction

The National Library of Trinidad and Tobago, a seven (7) storeyed state-of-the-art building, was opened in March 2003, with facilities for a preservation and conservation laboratory. NALIS is seeking to establish a modern book and paper conservation laboratory to be combined with a digitisation program. The goal is to ensure that the Heritage collection is preserved in addition to making it accessible to the public. Mr Randy Silverman, Preservation Librarian, University of Utah, Marriott Library, USA, undertook an assessment of NALIS' preservation needs. The primary objectives addressed by the assessment included:

- Develop a long range preservation plan for NALIS
- Develop guidelines to establish a book and paper conservation laboratory to serve NALIS and other local and regional institutions.

The assessment was initiated in December 2004 with an extensive pre-visitation questionnaire. This was followed by an on-site visit to NALIS between January 18 – February 6, 2005. Visits were made to two public libraries, the Carnegie Free Library in the South, and the Scarborough Regional Library in Tobago. Discussions were also held with several library personnel.

## Collection at the Heritage Library

This historical, primary research, material (comprised of bound monographs, bound periodicals, bound newspapers, maps, photographs, microfilms, sound recordings, audio cassettes, reel-to-reel magnetic tapes, compact discs (music), video cassettes (VHS), electronic databases, and broadcast video cassettes), represents the largest collection of its kind within the Republic of Trinidad and Tobago.

## Summary of Major Recommendations

- Formalise an in-house conservation program and develop a long-range preservation plan to both treat the collection and advance current levels of understanding about preservation so staff can make consistent and coordinated decisions across departmental lines to improve collection care.
- Initiate NALIS' role as an IFLA PAC Regional Preservation Centre by securing a Wei To freezer for insect eradication, providing education on insect extermination by freezing, and accepting (properly bagged) books for treatment on a cost-recovery basis from ACUIL libraries.
- Design and outfit a state-of-the-art book conservation lab.
- Hire a qualified Library Conservator and a qualified Book Conservation Assistant to manage the laboratory.
- Purchase two (2) or three (3) digital Preservation Environment Monitors and initiate an environmental monitoring program in the Heritage Collection.

## Action taken

- Training  
Mr Silverman conducted practical training in book conservation for the staff of the Bindery at the National Library and at the Government Archives. Mr Silverman also did a slide presentation on the disaster

recovery at libraries in several countries and also on the design of the laboratory at the Marriott Library, Utah, USA.

NALIS awarded two (2) persons scholarships to pursue the Masters Degree in Library Science and the Certificate in Preservation at the University of Texas. One awardee will commence studies from January 2006. On completion of the studies these librarians will be responsible for the managing the Preservation and Conservation laboratory.

- **Funding**  
Funds were allocated to purchase equipment to set up the laboratory. The orders will be place in the New Year.

December 19, 2005



Biblioteca Nacional de Venezuela  
Dirección de Servicios Técnicos Bibliotecarios  
Centro Nacional de Preservación Documental  
Centro Regional IFLA/PAC para América Latina y El Caribe

## *IFLA/PAC Annual Report 2005*

### **1. PUBLICATIONS (ARTICLES, TRANSLATIONS, DISTRIBUTION OF IPN)**

#### **1.1. Publications**

The Centro Nacional de Preservación Documental de la Biblioteca Nacional de Venezuela (National Documentary Preservation Center of the National Library of Venezuela) is the editor of the serial *Conservaplan*, a series of fascicles that gathers in Spanish literature on preservation and conservation, published in other languages. Later, we make reference to its distribution.

CD-ROM of Gran Colombian Newspapers (1820 – 1830).

#### **1.2. Translations**

Thanks to the support of the translator of the Library Technical Services Program, we were able to translate de following documents:

- Summary of the main activities of the Center as IFLA/PAC Regional Center for Latin America and the Caribbean, for the year 2005.
- Correspondence addressed to Mrs. Marie-Thérèse Varlamoff, Director of IFLA/PAC (2 pages).
- Digitization for Scholarly Use: The Boswell Papers Project at the Beinecke Rare Book and Manuscript Library, by Nicole Bouché, Council on Library and Information Resources, March 1999 (32 pages).
- Selecting Research Collections for Digitization, by Dan Hanzen, Jeffrey Horrell and Jan Merrill-Oldham, Council on Library and Information Resources, August 1998 (36 pages)
- Final report of the Project “Digitization of the Gran Colombian Newspapers” (12 pages)
- Information leaflet on the microfilming and scanning equipment BOOKEYE (pages).
- Operation instructions of the Thermo-Hygrometer device (6 pages).
- Summaries for IPN N° 35, 36 and 37 (9 pages).
- Disaster manual (to be published in print form and on the IFLANET web) (53 pages)

#### **1.3. Distribution**

The National Documentary Preservation Center in its condition of IFLA/PAC Regional Center continued supporting to other related institutions in Latin America and the delivery of the publication *Conservaplan*, and the distribution of the newsletter *IPN (International Preservation News)* received from the headquarters of IFLA/PAC in France. Also, this year we accomplished the distribution of the first CD-ROM totally edited and produced by the Center.

- **Distribution of IPN (*International Preservation News*)**  
In the beginning of the year, 63 copies of *IPN* N° 33 were delivered to institutions in Caracas, and Public State Libraries and other institutions in the country.

The second shipment arrived in customs in the month of June and after a series of administrative procedures, and the availability of financial resources to pay the corresponding taxes, the Center finally received 163 copies of *IPN* N° 34 on November 28, 2005. These were packed and sent in the month of

December to institutions in Caracas, Public State Libraries and other institutions in the country, and also to Colombia, Costa Rica, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama and Dominican Republic.

- **Distribution of *Conservaplan***

In relation to *Conservaplan*, this year we distributed N° 5 and 6 to 23 countries in Latin America, the Caribbean, 3 European countries (Spain, The Netherlands and Switzerland).

Due to the huge demand of this publication, we had to make new copies of some numbers, for example, fascicles 2, 5, 6, 8, 9 and 10. They were bound in other to make the delivery. Besides, we are about to complete the layout of fascicle N° 15, and later proceed to its printing and distribution.

- **Distribution of the CD-ROM of the Gran Colombian Newspapers**

Thanks to the financial support of the Andrew W. Mellon Foundation, and National Documentary Preservation Center, was able to produce the first CD-ROM, with the most relevant newspapers from the countries that made part of the Gran Colombia (Bolivia, Colombia, Ecuador, Peru and Venezuela) in the period from 1820 to 1830. This CD-ROM was delivered to 31 institutions from 22 Latin American and Caribbean countries and 2 European countries, with a total of 810 CD-ROM copies delivered.

## 2. TRAINING

- **Lectures on Preservation**

The Training Program was restarted in June with the “Series of Lectures on Preservation” addressed to 47 employees of the Public Libraries, the National Library and 3 from other Venezuelan institutions with which we have an agreement (Colegio Universitario Francisco de Miranda and the Ministry of Education). The purpose was to instruct the participants on the basic knowledge for the preservation of library collections.

- **Course on Preservation and Conservation**

The course “Preservation and Conservation of Library, Archive and Museum Materials”, Level I, was initiated on October 10. This course has 7 participants from national institutions and 1 from the National Library. At the end of the course, the participants will be able to solve simple preservation problems.

- **Internships**

Between the months of April and June, three (3) high school graduates as interns, from Liceo Luis Razetti. They received the necessary tools for the preservation of collections and, most probably, these youths will soon be proposed to become part of the regular staff of the Preservation Center.

In the month of October, five (5) staff members came to the Center as inters in the Divisions of Conservation and Preservation and the Photography Unit.

### 2.1 Participation in courses and seminars

Four (4) staff members of the National Documentary Preservation Center received training or participated in special events in the area of preservation, namely:

Course	Date	Area of expertise	N° of staff members trained
Conservación preventiva en Clima Tropical (Cátedra Regional de la UNESCO en Ciencias de la Conservación, at the Museo de Ciencias, Caracas)	March 7-11, 2005	Division of Conservation	02
		Division de Preservation	01
Curso Andino de Preservación del Patrimonio Digital (Bogota – Colombia)	November 28-30, 2005	Division of Micrography	01
Total....			04



**IFLA / PAC ANNUAL REPORT FOR 2005**  
***NORTH AMERICAN NETWORK REPORT***  
*December 20, 2005*

**SUMMARY OF IFLA PAC CENTER INITIATIVES**

During the summer of 2005, the Preservation Directorate of the Library of Congress, which is the Regional Center for North America for the International Federation of Library Associations (IFLA) Preservation and Conservation (PAC) Focal Point, initiated the formation of an IFLA PAC North American Network (NAN). The network consists of a dozen partners including the libraries of Harvard, Yale, Cornell, Johns Hopkins, the University of Utah, and the University of Texas - Austin, as well as the Smithsonian Institution Library, the National Park Service, the National Archives and Records Administration, the New York Public Library and the Library and Archives of Canada. The Library of Congress' IFLA website was updated to reflect both the new regional North American Network partners, as well as those of the IFLA Focal Point.

The Associate Librarian of Congress for Library Services, Dr. Deanna Marcum, sent letters to the Directors and/or Deans of the agencies noted above requesting their participation in the network. Since the first charge to the network was to develop a coordinated effort for emergency mitigation for collections, a second letter was sent to each partner, asking them to agree to commit annually a total of 80 hours of staff time in recovery and training plus \$1000 in resources or the equivalent to help with emergencies in North America or neighboring countries.

Representatives of the regional partners were identified, and had weekly teleconferences throughout the summer and fall of 2005, and met at the Library of Congress on November 18, 2005, to discuss issues of relevance. Following that meeting, the purpose of this group, which is to form a network of local regional centers that can address library preservation issues on a national level, was further developed into a more comprehensive draft. It was also decided that the best way to insure the development of a national disaster plan was to draft a grant proposal for funding to set up a national disaster center.

With the advent of Hurricanes Katrina and Rita, the North American Network (NAN) held weekly teleconference calls coordinating activities with FEMA and the Heritage Preservation Foundation. In addition, Library of Congress Preservation Directorate Staff Andrew Robb and Alan Haley develop a curriculum for a salvage workshop that was held on November 17, 2005. The Library plans to continue these workshops for its own and other staff each month during calendar 2006.

Other 2005 activities relevant to IFLA PAC NAN's mission are attached below.

Future plans include participating in the ALA mid-winter meeting in San Antonio in January, an IFLA PAC NAN meeting of regional partners at Johns Hopkins in February, and an extraordinary PAC Directors meeting and International Preservation Symposium at the Bibliotheque nationale de France March 7-10, 2006, as well as Annual IFLA PAC Standing, Committee Pre-Conference and General Open Session, and the Regional Director's Meetings in the Far East in August, 2006.

## IFLA Core Program for Preservation and Conservation (PAC)

### Hurricane Recovery

The IFLA Core Program on Preservation and Conservation (PAC) was officially created in 1984 during the IFLA meeting in Nairobi, and then formally launched at the Vienna conference in 1986. The PAC core program was designed to operate through an international center, or Focal Point, currently hosted by the Bibliothèque nationale de France, which in turn coordinates activities managed by several regional centers.

- Beijing (National Library of China)
- Canberra (National Library of Australia)
- Cape Town (University Library of Cape Town)
- Caracas (Biblioteca Nacional de Venezuela)
- Moscow (Library of Foreign Literature)
- Port of Spain (National Library and Information System Authority of Trinidad and Tobago)
- Porto Nova (National Library of Benin)
- Rio de Janeiro (Fundacao Biblioteca Nacional de Brasil)
- Santiago (Biblioteca Nacional de Chile)
- Tokyo (National Diet Library)
- Washington (Library of Congress)
- The International Centre in Paris (Bibliothèque nationale de France) acts as the Regional Centre for Western Europe, Middle East and Africa.

The Washington Center has coordinated the formation of an IFLA Preservation and Conservation North American Network. The network consists of the following institutions and representatives:

- Cornell University: John Francis Dean (607) 255-9687 or Barbara Berger Eden (607) 255-5291
- Harvard University: Jan Merrill-Oldham (617) 495-7657
- Johns Hopkins University: Sonja Jordan-Mowery (410) 516-4383
- Library of Congress: Dianne van der Reyden (202) 707-5213
- Library and Archives of Canada: Pierre Gamache (819) 953-7701
- National Archives and Records Administration: Doris Hamburg (301) 713-6719
- National Park Service: Nancy Purinton (304) 535-6143
- New York Public Library: Evelyn Frangakis (212) 930-0644
- Smithsonian Institution: Eliza Gilligan (202) 633-4713
- University of Texas - Austin: Ellen Cunningham-Kruppa (512) 471-8287

- University of Utah: Randy Silverman (801) 585-6782

- Yale University: Roberta Pilette (203) 432-1714

Institutions throughout the world have benefited from PAC assistance and guidance, both at the practical and at the policy level. The PAC core program operates under the following principles:

- the preservation of library and archives materials is essential to the survival and development of culture and scholarship;
- national and international interdependency exists in the preservation of library materials; and
- national strategy should be guided by the principle that each country must accept responsibility for the preservation of its own imprint and for the preservation of other library and archive material of its own civilization and culture.

In addition to its participation in a wide variety of workshops and conferences throughout the world and its relations with an equally wide variety of international cultural agencies, PAC activities of the past decade have resulted in a strong education and publications program.

The Library of Congress, as the center for North America, plays an active role in IFLA PAC activities by doing the following:

- distribute newsletters
- produce publications
- advance the goals and objectives of IFLA and its affiliates
- host workshops

IFLA Core Programme  
for  
Preservation and Conservation (PAC)  
North American Network (NAN)

Statement of purpose

The IFLA Core Programme on Preservation and Conservation (PAC) was officially created in Nairobi in 1984, during the 52<sup>nd</sup> Council and General Conference of the International Federation of Library Associations and Institutions; and formally launched in 1986 at the 54<sup>th</sup> General Conference in Vienna. The PAC core program operates through an international center, or Focal Point, currently hosted by the Bibliothèque nationale de France, which in turn coordinates activities managed by several centers.

The Washington Center, hosted at the Library of Congress, has spearheaded the formation of the North American Network (NAN) Planning Committee. Membership comprises representatives from twelve research institutions in the United States and Canada. The North American Network will work with other PAC core programs to raise preservation awareness and increase preservation capabilities in countries around the world.

The Planning Committee will seek input from North American institutions in establishing preservation goals that advance:

- development of regional preservation networks of North American institutions and organizations responsible for the care of library collections\*
- preservation awareness, education, training, and emergency preparedness
- the stimulation of scientific research that supports a broad preservation agenda.

*\* Please note the following definition of terms, which reflect current parameters: At the present time, North America refers to, but is not limited to, the United States and Canada (as reflected by the regions represented by the current Planning Committee members). The reference to library collections is intended to include any document collections of books, manuscripts, photographs, audio/visual, electronic, or art on paper and like materials found in libraries, archives, museums, historical societies, or similar institutions. .*

# IFLA PAC

## SELF-ASSESSMENT

### Management Summary

The Professional Committee decided that IFLA Core Activities and Sections would be reviewed by 2005. A two stage methodology consisting of a self-assessment by the Core Activity followed by a peer review was proposed and first implemented by FAIFE.

IFLA PAC self-assessment covers four years (2001-2004) and deals with PAC background, structure and management, underlying the development of its network worldwide and detailing the sharing of responsibilities and expenses between its hosting institution (the Bibliothèque nationale de France), the twelve PAC Regional Centres and IFLA.

PAC scope, priorities and activities are described and rated. They include publications and translations, workshops, seminars and conferences. Many of those concern the safeguard and preservation of documentary heritage and show PAC significant involvement in Blue Shield and UNESCO's Memory of the World.

Efforts made to conduct surveys , produce guidelines and advocate best practice and standards are noted, as well as activities conducted in co-operation with international sister organisations.

Five most important achievements, one success story and one failure are quoted, thus permitting to evaluate the future needs of the Core Activity. A table pointing out strengths, weaknesses, opportunities and threats leads the way to strategic key issues for the next three years.

The current PAC Director will retire in March 2006 and a job description for the recruitment of his/her successor is presented in annex.

June 2005

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## **IFLA Core Activity self-assessment – IFLA/PAC**

*By Marie-Thérèse Varlamoff*  
*Director IFLA/PAC*

**1. EVALUATION PERIOD:** the self-assessment covers a period of four years, 2001-2004. However it sometimes proved helpful to go a few years backward to explain the continuity of some of the actions.

### **2. BACKGROUND, STRUCTURE AND MANAGEMENT**

#### **2.1 Background**

The PAC program was launched in Vienna during the 1986 Conference on the Preservation of Library Materials co-organised by the Conference of the Directors of National Libraries, IFLA and UNESCO to focus efforts on issues of preservation and initiate worldwide co-operation for the preservation of library materials.

Contrary to other IFLA Core Activities, PAC has been originally conceived in a decentralised way: a Focal Point implements the global strategy and Regional Centres manage activities in their specific regions.

The International Centre and the Regional Centres are part of a network. Each Regional Centre is independent and acts according to the priorities identified in its geographical area. It must comply with the objectives of the PAC Core Activity and maintain co-operation with other centres through various activities (publications, seminars, conferences, etc...). The directors meet regularly for working sessions during IFLA Annual Conference to define the orientations of the Core Activity.

#### **2.2 Structure**

2.2.1 The Focal Point (International Centre at first hosted by the Library of Congress) has been hosted by the Bibliothèque nationale de France in Paris since 1992.

#### 2.2.2 Regional Centres

There are twelve Regional Centres, six of which were established during the period under review (see § 4.1.2). Each centre is managed by a Director who works part time on the programme. A number of Regional Directors changed during the period 2001-2004 and six new Directors were appointed to manage the new Regional Centres in 2003-2004.

## **AMERICA**

North America – **Library of Congress – Washington USA**

### **South America**

- National Library of Venezuela – Caracas
- National Library of Brazil – Rio de Janeiro
- National Library of Chile – Santiago

**Caribbean** – National Library of Trinidad and Tobago – Trinidad

## **AFRICA**

**Southern Africa** – University of Cape Town Libraries – Cape Town

**French Speaking Africa** – Bibliothèque nationale du Bénin – Porto Novo

## **EUROPE**

- Bibliothèque nationale de France – Paris
- Library for Foreign Literature – Moscow

## **ASIA**

- National Diet Library – Tokyo
- National Library of China – Beijing
- National Library of Australia - Canberra

2.2.3 An Advisory Board has been set up in March 2002 whose role is as follows: “the Advisory Board would, as its name suggests, act in an advisory capacity to determine priorities and would act as an advocate to solicit financial and other support as necessary. It is envisaged that the business of the Advisory Board would largely take place by email rather than in face-to-face meetings”.

## **2.3 Management**

### **2.3.1 Staff**

The Focal Point employs three full time staff:

- Programme Director: Marie-Thérèse Varlamoff, paid by BnF
- Programme Officer: Corine Koch, paid by IFLA
- Secretary: Isabelle Fornoni, paid by BnF

Programme Officer, Virginie Kremp left in December 2001. Her position remained vacant until May 2002, when Corine Koch took over.

Occasionally PAC Focal Point hosts interns. Four interns have worked for a total of eleven months during the period 2000-2004. (See § 4.3.3)

### **2.3.2 Finances (see also § 5. Financial viability)**

PAC Focal Point is supported both by the BnF and IFLA. A Convention between both parties determines their respective responsibilities. A yearly financial annex spreads out the expenses between both. (cf Financial annexes 2001-2005)

Each Regional Centre is financially self supporting. Grants for specific projects have been sought for from UNESCO, CLIR, Mellon Foundation and other donors.

## **3. PAC SCOPE, PRIORITIES AND ACTIVITIES**

### **3.1 PAC scope**

The primary role of the PAC program is to raise awareness: to make information and heritage professionals, governments and the public conscious of the fundamental position occupied by preservation in the management of our institution.

Using its Regional centres, PAC aims to have a presence worldwide and co-operates widely at national, regional or international levels within IFLA with various sections or core activities and outside with professional organisations, institutions and NGOs.

The rapidly evolving digital technology present new challenges which have been included into PAC activities. PAC major strategies include training, production and dissemination of information, participation in the development of new standards.

Considering the risks threatening the documentary heritage PAC has been progressively intensifying its participation to co-operative and worldwide programs such as UNESCO “Memory of the World” and “Blue Shield”.

### **3.2 PAC’s priorities and main activities according to IFLA’s priorities and as defined in Action Plans**

- 3.2.1 Preserving our intellectual heritage and raising awareness among library staff, the public and the authorities of the urgent need to preserve our endangered documentary heritage;
- 3.2.2 Developing library professionals by establishing preservation curricula, promoting continuing education activities such as lectures, seminars, workshops and in-service training, publishing, translating, distributing information and preservation literature worldwide through printed and on-line publications;
- 3.2.3 Promoting standards, guidelines and best practices and encouraging research;
- 3.2.4 Promoting resources sharing -and long-term preservation- by encouraging the development of virtual libraries whose holdings will be accessible without regard to geography or national boundaries;
- 1.0.0 Defending the principles of freedom of information especially by preserving and making available the widest variety of materials.

## **4. DESCRIPTION AND RATING OF PAC CONTRIBUTIONS TO MEET GOALS AS DEFINED IN THE STRATEGIC PLAN**

**PAC major goal:** to ensure that library and archive materials, published and unpublished, in all formats, will be preserved in accessible form for as long as possible according to the following principles:

- preservation is essential to the survival and development of culture and scholarship;
- international co-operation is the key;
- each country must accept responsibility for the preservation of its own publications.

### **1.0 Develop and reorganise the existing network of preservation professionals in:**

- 1.0.0. Establishing fields of excellence among PAC Regional Centres. The matter was discussed during a meeting in Boston in 2001 and it was decided to share responsibilities as follow:
  - 2.0.0.0. Library of Congress
    - Deacidification
    - Digital preservation
    - Audio-visual
    - Photography
  - 3.0.0.0. Library for Foreign Literature
    - Training
  - 4.0.0.0. National Diet Library
    - Paper conservation

5.0.0.0. National Library of Venezuela

- Integrated Pest Management (IPM)
- Newspapers

6.0.0.0. National Library of Australia

- Digital preservation

7.0.0.0. BnF

- Risk preparedness

1.0.0 Advocating the creation of new centres so as to reinforce PAC influence and visibility. A special effort was done in Latin America where three additional centres were created.

As a whole the number of Regional Centres doubled within the last two years, from 6 to 12

<b>LIBRARY</b>	<b>TOWN</b>	<b><u>DATE OF CREATION</u></b>	<b>COVERAGE</b>
Library of Congress	Washington	1986	USA & Canada
Bibliothèque nationale de France	Paris	1986	Western Europe, Africa & Middle East
Biblioteca Nacional de Venezuela	Caracas	1988	Latin America & the Caribbean
National Diet Library	Tokyo	1989	Asia
National Library of Australia	Canberra	1989	Oceania & South East Asia
Library for Foreign Literature	Moscow	1997	Eastern Europe & the CIS
Fundação Biblioteca nacional de Brasil	<u>Rio de Janeiro</u>	2004	Latin America
Biblioteca nacional de Chile	Santiago	2004	Latin America
National Library & Information System Authority	Trinidad	2004	English Speaking Caribbean
National Library of China	Beijing	2004	China
University of Cape Town Libraries	Cape Town	2004	<u>Southern Africa</u>
Bibliothèque nationale du Bénin	Porto Novo	2005	French-speaking Africa

- 4.1.3 Investigations on the need for additional centres or networking are ongoing in North America and Asia.

**Rating of performance of goal 4.1**

Outcome against activity goals: **High**

Completion of planned actions: **High**

**2.0 Raise awareness of preservation issues, produce and disseminate information.**

This is mainly done through publishing, and organising and participating at seminars or conferences.

4.2.1 Publications

Five types of publications are to be considered:

- 4.2.1.1 The regular PAC Newsletter IPN (*International Preservation News*) which reports on preservation activities and events. Published three times a year in English with translations of articles or summaries in French and Spanish. Print run: 3000 copies in 2001 and raised to 3500 copies in 2004.

- Special efforts have been done on translations. PAC Centre in Caracas is very efficient in providing Spanish versions.
- IPN is distributed free of charge to each Regional Centre which disseminates it in its region according to its mailing list.
- An update of all mailing lists was done in 2004.

- 4.2.1.2 IPI (*International Preservation Issues*) is a series that intends to complement IPN. It reports on major preservation issues. Five titles have been published:

- #1 – *IFLA Principles for the Care and Handling of Library Material* – 1<sup>st</sup> published in 1998 thanks to the support of CLIR (Council on Library and Information Resources). Print run: 2500 copies.
- #2 – *IFLA / UNESCO Survey on Digitisation and Preservation* jointly published by UAP and PAC in 1999 thanks to UNESCO support.
- #3 – *Principes de conservation de l'IFLA*. French translation of IFLA Principles (IPI #1). Published in 2001. Print run: 1000 copies.
- #4 – *A Blue Shield for the Protection of our Endangered Cultural Heritage*. Proceedings of PAC Open Session, Glasgow 2002 – Bilingual English-French. Published in 2003. Print run: 1500 copies.
- #5 – *Care, Handling and Storage of Photographs*, by PAC Centre in Washington. Trilingual: English, French and Spanish. Published in 2004. Print run: 1000 copies.

1.0.0.0 CD ROMs

- *Photography in Latin America and the Caribbean in the Nineteenth Early Twentieth Centuries*. Four languages English - French / Spanish – Portuguese. Published in 1998 thanks to PAC Regional Centre in Venezuela and ABINIA in the framework of “Memory of the World” with support from UNESCO. Print run: 1000 copies.
- *Safeguarding our Documentary Heritage / Conservation Préventive du patrimoine documentaire*. Bilingual English – French. Published thanks to French Culture Ministry in the framework of “Memory of the World” with support from UNESCO. Print run: 2000 copies. Second edition in 2001. Print run: 1000 copies.
- *Salvaguardando nuestro patrimonio cultural*. Trilingual version (English/French/Spanish) produced by University of Colima (Mexico) in 2002.

#### 2.0.0.0 Translations

An important effort has been made these last years to provide preservation community with translations in French and Spanish and also to advocate translations in as many other languages as possible. Thus IFLA *Principles for the Care and Handling of Library Material*, 1<sup>st</sup> published in English, 1998, has been translated into Albanian, Arabic, Chinese, Croatian, French, Greek, Italian, Japanese, Polish, Portuguese, Russian, Slovene, Spanish. Translations are expected in Bhasa Malaysi, Romanian and Turkish.

#### 3.0.0.0 IFLA Publications

- #91- *A reader in Preservation and Conservation*. Published in 2000.
- #103 – *Managing the Preservation of Periodicals and Newspapers*. Proceedings of IFLA Symposium – Paris, August 2000 with bilingual English/French summaries. Published in 2002.

Added to these should be all articles written by PAC members and published in various journals or on-line, conference papers, etc...

They represent an important volume. As an example PAC Director wrote more than 33 papers or articles (not including reports) between 2001-2004.

#### 4.2.2 Conferences, seminars, meetings...

PAC attendance and active participation to international events help establish a greater visibility not only for the Programme itself but also for IFLA. From 2001-2004 PAC Director attended 47 meetings, seminars or conferences :

- 14 in America, out of which 3 in the US, 1 in Mexico, 4 in Cuba, 2 in the Caribbean and 4 in South America
- 1 in Cape Town, Africa
- 1 in Korea
- 29 in Europe, 6 of them in Paris.

Most of these events are organised by or in collaboration with organisations with which PAC operates joint activities, such as Blue Shield (7), LIBER (6), ICA(5), ABINIA (4), Memory of the World (4).

#### **Rating of performance of goal 4.2**

Outcome against activity goals: **High**

Completion of planned actions: **High**

#### **4.3 Training staff and technicians**

Workshops, training courses, internships, courses on-line have been simultaneously organised.

##### 1.1.1 Workshops

1.1.1.1 In Africa: in the framework of JICPA (Joint IFLA/ICA Committee for Preservation in Africa) several workshops on basic preservation were organised.

DATE	COUNTRY	TOWN	LANGUAGES	NUMBER OF PARTICIPANTS	NUMBER OF COUNTRIES	FUNDING
1997 April 7-11	Senegal	Dakar	French	13	12	BIEF
1998 May 18-28	Tunisia	Kairouan	Arabic	9	8	DANIDA
1999 January 25-29	Zimbabwe	Harare	English	9	8	UNESCO

1999	April 12-17	Cape Verde	Praia	Portuguese	12	5	UNESCO
2001	February 24 - March 2	South Africa	Cape Town	English	16	13	UNESCO

PAC could not proceed with the organisation of additional workshops in Africa because of lack of funding:

1.1.1.2 In the Caribbean: a series of workshops on disasters was organised in the Caribbean in the framework of the Blue Shield:

- ✓ Mexico, on earthquakes, in 2003
- ✓ Trinidad & Tobago, on various disasters affecting the region, in 2004
- ✓ Cuba, on hurricanes. Organised in 2004, took place in 2005.

People from libraries, archives, museums and emergency structures attended. Results were beyond expectation as a whole.

1.1.2 Training courses

1.1.2.1 In co-operation with the Archives, PAC has been involved (2003,2005) in the “Stage international des archives” which takes place each year in Paris and gathers French Speaking archivists from the world over.

1.1.2.2 The BnF has organised three preservation international courses (2001, 2002, 2004). PAC was associated to their organisation and PAC Director taught several sessions.

1.1.2.3 Some PAC Regional Centres have a strong training focus (see § 6.4).

1.1.3 Courses on-line

PAC was asked to participate in CLIR Advisory Board to prepare an e-tutorial focused on preservation and preventive conservation in Asian countries.  
<<http://www.librarypreservation.org>>

1.1.4 Internships

PAC Focal Point hosted four interns during the period 2000-2004. Two from the US, two from France. They worked on the following themes:

- *investigating on eventual donors for Blue Shield*. In spite of the intern’s efforts, results proved to be disappointing, funding being mostly devoted to humanitarian ventures.
- *translating and editing the proceedings of IFLA Symposium on Managing the Preservation of Periodicals and Newspapers*: published in 2002 as IFLA Publication 103.
- *Classifying of Blue Shield and the Hague Convention files* and documents conserved by PAC
- *Investigating on the use of permanent paper in France*. See article published in IPN # 33 pp 20-29.

#### **Rating of performance of 4.3.1.1**

Outcome against activity goals: **Moderate**

Completion of planned actions: **Cancelled**

**Rating of performance of 4.3.1.2 , 4.3.2, 4.3.3, 4.3.4**Outcome against activity goals: **High**Completion of planned actions: **Completed****4.4. Safeguarding and Respecting the Documentary Heritage**

Four different lines:

## 4.4.1 Blue Shield activities

PAC participates in all ICBS meetings and represents IFLA in a number of international meetings when necessary.

1.0.0.0 PAC promoted the creation (2001) of a French Committee of the Blue Shield. PAC Director is currently vice-president of this Committee.

From October 2002 until September 2003 PAC Secretary took over the secretariat of the French Blue Shield.

1.0.0.0 PAC Regional Centre in Chile has initiated the creation of a Chilean Blue Shield Committee (2004) and organises monthly meetings.

2.0.0.0 Organisation of an Open Session on Blue Shield, Glasgow 2002, and publication of the proceedings in 2003.

3.0.0.0 Encouraging UN State Parties to sign the Hague Convention and Protocols. This action is left at the discretion of each country and has remained so far no more than an encouragement from PAC to do so. Reminders are done during each seminar, conference or meeting of the Blue Shield.

4.0.0 Promotion of disaster planning among National Libraries.

1.0.0.0 Resolution presented in Glasgow on the necessity for all national libraries to set up, test, implement and regularly set-up a disaster plan. The resolution was adopted by Council.

2.0.0.0 Following this, establishment of a questionnaire sent to 177 national libraries. Results of the survey in IPN #34.

3.0.0.0 Organisation of an Open Session in Buenos Aires with Section on National Libraries and Section PAC on disaster planning.

4.0.0 Organisation of a series of workshops on disasters in the Caribbean (cf § 4.3.1)

## 4.4.4 Memory of the World

Following the commitment of Jan Lyall, former PAC Regional Director in Canberra who established the first guidelines for the “Memory of the World”, PAC has been much involved in this UNESCO programme where it represents IFLA. PAC Director is respectively a member of the Sub-Committee of Technology and of the Sub-Committee of the Register. As such, PAC Director has been reviewing proposals and projects, finding experts and selecting proposals for inscription on the “Memory of the World” Register by UNESCO Director General, which represents a heavy work load.

PAC Director had also participated in meetings of the “Memory of the World” International Advisory Committee:

- Korea, Cheongju - 2001
- Poland, Gdansk - 2003

**Rating of performance of goal 4.4**Outcome against activity goals: **High**Completion of planned actions: **High****4.5. Assess needs in preservation through surveys in order to promote standards, guidelines and best practice in the field of preservation**

## 1.1.1 Surveys

A number of surveys on key preservation issues have been launched, implemented and published by PAC.

1.1.1.1 *Survey on the Preservation of Periodicals and Newspapers in Africa*

Launched in the framework of JICPA after the 2000 IFLA seminar in Paris. Questionnaire sent in 2001. Results were rather disappointing. The survey was handed over to the Section on Newspapers.

4.5.1.2 *Survey on Preservation Needs in Latin America*

2001 – in co-operation with ABINIA. Results helped advocate the creation of three new PAC Centres in Latin America.

1.0.0.0 *Survey on Disaster Planning in National Libraries*

In co-operation with IFLA PAC Section, Section on National Libraries and CDNL. 2004- Results were presented in Buenos Aires and published in IPN #34. Let us recall a previous survey.

2.0.0.0 *IFLA / UNESCO Survey on Digitisation and Preservation*, in collaboration with UAP and in the framework of UNESCO Memory of the World – 1998. Published as IPI #2 – 1999

## 3.0.0 Guidelines and best practices

1.1.1.1 *IFLA Principles on the Care and Handling of Library Material* – 1998 (cf § 4.2.1.4)  
Rewriting and update of the first edition published in 1992. Translated in 12 languages.1.1.1.2 *Care, Handling and Storage of Photographs* (cf § 4.2.1.2) by PAC Director at the Library of Congress – 20041.1.1.3 *UNESCO/ICA/IFLA Guidelines for Digitisation Projects for Collections and Holdings in the Public Domain*, Draft – 20021.1.1.4 *Guidelines for the Preservation of Digital Heritage* published as a UNESCO publication (CI-2003/WS/3) in the framework of “Memory of the World” by PAC Director at the National Library of Australia – 20031.1.1.5 Co-operation with IFLA Section to publish on-line a *Register on Standards, Codes of Practices, Guidelines*, Recommendations and works of a similar nature relating to preservation and conservation – 2004

## 1.1.2 Standards

PAC Director has collaborated to the establishment of two AFNOR (French) standards:

1.0.0.0 *Preservation requirements for exhibiting graphic and photographic materials* – Prescriptions de conservation des documents graphiques et photographiques dans la cadre d’une exposition. NF 240-010 – 2002. When published there was no European or international standard existing on the subject.2.0.0.0 *Methodology to assess the physical conditions on archive and library holdings* - Méthode d’évaluation de l’état physique des fonds d’archives et de bibliothèque”. NF Z40-011. To be published 2005.4.5.3.3 Promotion of ISO 9706 on *permanent paper*.

Promoting the use of permanent paper is one of the major activities of PAC Regional

Center in Tokyo. Since its creation in 1986, the Preservation Planning Office has been achieving an annual survey on the rate of acid-free paper in monographs printed in Japan during the previous year. In December 2002, Takao Murayama, then PAC Director in Tokyo, reported on the survey in a paper entitled « Sixteen Years of pH Surveys on Newly-acquired Materials » which was published in IPN n° 28.

At the end of 2003 – beginning of 2004, Sarah de Bogui, Master's degree in documentary engineering, was an intern at PAC International Focal Point. She carried out a research work on the use of permanent paper in France in 2004. She wrote an article on this topic which was published in IPN n° 33 (September 2004).

<p><b>Rating of performance of goal 4.5</b> Outcome against activity goals: <b>High</b> Completion of planned actions: <b>Completed</b></p>
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2.0 **Encourage scientific research on the causes of deterioration of library documents in all formats**, including digital materials and promote reformatting as a preservation option. Research activities have been mainly aimed at the following fields: deacidification and digitisation. Research being very technical it has been carried on by preservation departments within PAC Regional Centres.

Thus the National Library of Australia in Canberra has taken over digital preservation, the Bibliothèque nationale de France and the Library of Congress being also involved in similar researches. It is an on-going process which is difficult to rate.

Research on deacidification methods is conducted at the Library of Congress, the BnF, the Royal Library in the Hague and the DDB in Leipzig.

Other PAC Centres have conducted research in their specific field of excellence. Rating is difficult because all research activities overlap the four-year period concerned by this evaluation and they more or less depend on the good will of their specific hosting institution.

<p><b>Rating of performance of goal 4.6</b> Outcome against activity goals: <b>Moderate</b> Completion of planned actions: <b>Moderate</b></p>
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1.0 **Develop a policy of co-ordinated activities** with institutions, with national or international organisations, with NGOs as well as with information professionals interested in the preservation of the documentary heritage.

2.0.0 Development of a PAC network with concerned hosting libraries: 6 new PAC centres were created 2004-2005 (cf § 4.1.2)

3.0.0 Memory of the World

- Writing of guidelines
- PAC Director is a Member of Sub-Committee on Technology
- PAC Director is a Member of Sub-Committee of the Register
- PAC Director is representing IFLA at the International Advisory Committee meetings

4.7.3 Blue Shield

Co-operation with ICA, ICOM, ICOMOS, UNESCO, ICCROM:

- International Committee of the Blue Shield: Active participation to all meetings.
- Advocating the creation of national Blue Shield Committees and particularly in Chile, 2004.
- PAC Director is co-funder of French Blue Shield Committee (2001) and vice-president of this committee.
- Organisation of an Open Session on Blue Shield in Glasgow, 2002.
- Publication of the proceedings, IPI #4, 2003.
- Regular publications of articles on Blue Shield in IPN
- Promoting the Blue Shield throughout conferences and seminars worldwide.
- Organising workshops on disasters preparedness in the framework of Blue Shield.

#### 1.0.0 ICA (International Council on Archives)

- PAC Director is a full member of the committee of Preservation of Archives in temperate climate and as such participated in seminars in Slovakia (2002) and Estonia (2004).
- She was also invited to represent IFLA point of view on Blue Shield at an International Conference on Preservation of Archives in Tropical Climates, Curaçao, November 2003.
- PAC Director participates in the stage international des archives.
- Joint publication activities: Guidelines on digitisation (cf § 4.5.2.3).
- Project for a manual on disaster planning to be published in 2006.

#### 1.0.0 CLIR (Council on Library and Information Resources: formerly CPA: Commission on Preservation and Access)

- CLIR supported publication expenses of *IFLA Principles for the Care and Handling of Library Material*, 1998
- PAC Director was a member of CLIR Advisory Board for a Web-based Tutorial on Preservation and Conservation Project. Available in English and Arabic <<http://www.librarypreservation.org>>

#### 1.0.0 SSRC (Social Science Research Centre – Working group on Cuba)

PAC Director represents Europe in this Working group gathering US academics and Cuban librarians and archivists. A meeting is organised once a year to study proposals and select projects for the preservation and safeguard of Cuban documentary heritage. Six meetings have been organised 2001-2005.

#### 2.0.0 ABINIA (Association of Spanish-speaking National Libraries)

- PAC participates in different meetings in:
  - ✓ Mexico, 1999
  - ✓ Cuba, 2000
  - ✓ Portugal, 2001
  - ✓ Brazil, 2002
  - ✓ Mexico, 2003
  - ✓ Chile, 2004
- PAC involvement in ABINIA led to the creation of a strengthened PAC network in Latin America and the Caribbean with the creation of three new Regional Centres (Rio/Brazil – Santiago/Chile – Trinidad/Trinidad & Tobago)
- Survey on preservation needs in Latin America, 2001 (cf. § 4.5.1.2)

#### 1.0.0 ECPA (European Commission on Preservation and Access)

There is no active collaboration with this organisation but PAC and ECPA keep in touch and exchange information and publications

#### 2.0.0 ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property)

A joint meeting (IFLA/ICA/ICCROM) was organised in Rome, June 2003, to forge collaborative participation in the respective activities of each organisation.

#### 3.0.0 LIBER (Ligue européenne des bibliothèques de recherche)

PAC was invited to participate or present papers at LIBER conferences in:

- Leipzig, 2002
- Graz, 2002
- Rome, 2003
- St Petersburg, 2004

#### **Rating of performance of 4.7.1 to 4.7.10**

Outcome against activity goals: High

Completion of planned actions: High

#### 4.0.0 JICPA (Joint IFLA/ICA Committee on Preservation in Africa)

Created in 1996 this committee gathered representatives from archives and libraries in Africa. The aim of this committee was to create national commissions for preservation in each country, these commissions being closely linked with national “Memory of the World” commissions

- a series of workshop was organised on behalf of PAC (cf § 4.3.1)
- an expert meeting was convened in Nairobi (Kenya) in 1998 to implement a model curriculum with a strong component of preventive conservation
- annual JICPA meetings were scheduled and took place in:
  - ✓ Dakar, 1996
  - ✓ Dakar, 1997
  - ✓ Nairobi, 1998
  - ✓ Tunis, 1998
  - ✓ Lomé, 1999
  - ✓ Rabat, 2000
  - ✓ Cape Town, 2001

Meetings were supported by ALP and workshops by UNESCO, BIEF, DANIDA. Shortage of financial resources and a partial disengagement from ICA led to cutting short activities. Although such an organisation is really needed in Africa it has not been possible to revive it these last few years. A workshop planned in Botswana (2003) was abandoned. An evaluation of the committee was conducted in 2003.

#### **Rating of performance of 4.7.11**

Outcome against activity goals: Low

Completion of planned actions: Moderate

## **5. FINANCIAL VIABILITY**

PAC Focal Point is co-financed by the BnF and IFLA according to a Convention signed by both parties for a period of three years. The present Convention covers 2003-2005.

Each year a financial annex is prepared by PAC Director, defining which expenses are covered by IFLA and by the BnF. It has to be approved by IFLA Governing Board and BnF Secretary General. The annexes have never taken into consideration the salaries of PAC Director and PAC Secretary which are paid by the BnF and which amount (including social expenditures) to about 100 000 euros a year. Also not included in the annex the mailing expenses for IPN (around 13 000 euros per year).

The partition of expenses are the following:

Paid by IFLA:

- most part of the salary of PAC Programme Officer (75%)
- part of travelling expenses (40%)

Paid by BnF

- salary of PAC Director
- salary of PAC Secretary
- small part of salary of PAC Programme Officer (25%)
- office expenses
- postage
- part of travel expenses (60%)
- publications expenses

PAC also receives support from donors to cover specific projects. Main donors have been UNESCO and CLIR.

PAC has a bank account to cover small expenses. This bank account was first opened when 26,889 US\$ from the former PAC Focal Point at the Library of Congress were handed out to PAC Centre in Paris. There was small income from the progressive selling of IFLA Principles by IFLA HQ, and money from donors. This bank account is used to cover publication expenses that are not covered by the BnF, or to cover registration to conferences and some travelling expenses. Accounts were audited and approved in 2004. In December 2004 the account showed an asset of 22 924 euros.

There have been some difficulties over the years, especially concerning publications. Up to May 2003 the printing office of the BnF published IPN for free. The close of the printing office led PAC to contact an external printer. The price of the publication raised up and expenses had to be covered by PAC Bank account and the BnF. This was unexpected and had not been taken into account in the financial annex.

Another difficulty concerns the salary of the Programme Officer. When a new programme officer was appointed in May 2002, she was hired at higher wages than the one indicated in the convention. The BnF had to cover the difference. But it is not obvious that the situation will remain as such in 2006 and a new convention will have to take this aspect into consideration.

PAC Regional Centres receive no money from IFLA, which can partly explain why there are sometimes huge differences between the activities and efficiency of the centres according to the resources of their hosting institution. Although it is obvious that IFLA cannot finance PAC Regional Centres, lack of support is difficult to handle with for most centres which have agreed to distribute PAC publications in their area (generating postage expenses) and to attend the PAC directors meeting organised each year during IFLA conference.

Finding funding is the only way for PAC to finance specific projects. But donors and sponsors are difficult to find for preservation or conservation activities and it is very time consuming.

Date	PAC expenses in Euros			Total
	Paid by PAC Bank account	Paid by BnF*	Paid by IFLA**	
2001	12 792	16 315	30 141	59 248
2002	4 237	14 609	31 047	49 893
2003	9 939	16 434	36 732	63 105
2004	12 073	16 963	36 986	66 022
<b>Total</b>	<b>39 041</b>	<b>64 321</b>	<b>134 906</b>	<b>238 268</b>

\* except salaries (Director and Secretary), office and mailing expenses

\*\* including Programme Officer Salary and 40% travelling expenses

## 6. FIVE MOST IMPORTANT ACHIEVEMENTS OVER THE LAST FOUR YEARS

### 1.0 Reorganisation of PAC network

Number of Regional PAC Centres doubled during the past two years. New centres were Latin America, Africa and Asia. There were contacts taken to strengthen the activity of PAC centre in Washington.

Although this increasing number of PAC Centres should be considered as a true success we trust remain conscious that success will be complete when each one of the new centres proves to be effectively active and committed.

### 2.0 Publications and translations

IPN has been regularly published. Three issues a year. More and more articles are now translated into French, sometimes Spanish and summaries are always translated.

Although the editor complains that Regional Centres are reluctant to send news about their activities, more and more colleagues ask to be published and whenever there is some delay in the publication of an issue, people ask for them, which means that the newsletter is really expected and read. IPN is also available on the IFLANET.

IPI, the series started in 1998 comprises 5 issues now (3 having been published 2001-2004).

### 1.0 Workshops

The series of workshops on disasters organised in Latin America and the Caribbean has been a success. Gathering more than 200 people from the cultural arena and emergency area. PAC expects to be able to develop this kind of activity which will help minimise the consequences of disasters and safeguard the cultural heritage at large.

The collaboration with museums and archives within these workshops enlarges PAC scope, helps reduce duplication of efforts and advocates the necessity of establishing disaster plans. Such workshops help publicise the Blue Shield.

Although gathering a lesser number of participants, workshops organised in the framework of JICPA were quite successful. They aimed at giving a basic information on preservation principles and guidelines and at completing the training received in library schools. Longer workshops focused on practices rather than on theory, remain an option

for the future. It is sad to observe that because of lack of financial resources such workshops had to be temporarily abandoned.

## **2.0 Training courses**

Training being one of PAC major activities it is good to note that the courses organised in co-operation with the BnF and the Archives de France for a panel of foreign colleagues were successful. PAC participated in three courses at the BnF and two at the Archives. Training on line is to be mentioned also. CLIR Tutorial was first aimed at Asia. A version in Arabic has been done lately.

Regional Centres have been very active in organising training courses. As an exemple, in 2004, a number of workshops has been organised by Canberra, Tokyo, Moscow and New York, focusing mainly on conservation techniques, preservation of digital heritage, web archiving or conservation of photographs. Training activities also include the hosting of interns from conservation programs as was the case at the Library of Congress and the National Diet Library.

## **3.0 Blue Shield**

Blue Shield has been one of PAC major activity during the past years. Awareness raising, articles, papers, workshops, meetings or seminars, open sessions at IFLA, conferences, resolutions, etc... are some of the activities in which PAC has been very active. (cf § 4.7.3)

Actions at national level were also of importance. PAC Focal Point took over the secretariat at the French Blue Shield Committee during a whole year, an involvement that took half of the secretary's time.

All PAC centres are active in their country and advocate the creation of a national Blue Shield Committee. Chile has created the Chilean Blue Shield Committee immediately after the creation of the Regional PAC centre (2004), an excellent example to follow.

## **7. ONE SUCCESS STORY**

When *IFLA Principles on the Care and Handling of Library Material* were first published in 1998, Sjoerd Koopman said, as a joke, that it would be a 'best seller'. In fact the truth is that, best seller or not, the publication has been translated into 13 languages, is known worldwide and is mentioned in all bibliographies on preservation and conservation.

Three other translations are in preparation. It is expected that still more translations will be done.

## **8. ONE FAILURE**

PAC presence in Africa has not been the success expected. Although two regional centres have been recently created in South Africa and Benin, they have not yet implemented to develop activities throughout their region. The problem of the Maghreb is a recurring one. Not considered as part of Africa by other African countries, and being more & more isolated by the growing use of the Arabic language they do need to be considered apart and probably the creation of another centre will prove to be useful. The failure of JICPA has many causes: difficulty of communicating, long distances between countries speaking different languages together with poor and expensive travelling connections, lack of resources, human or financial. Added to these ALP ceased to fund JICPA activities because of political changes in

donor's country, ICA representative encountered serious health problems and could not go on participating in JICPA activities for a while. In a way it is as if our African colleagues found themselves orphans. The evaluation done in 2003 underlined travel and communication costs as well as the lack of motivation of many professionals who could have given significant support. It was also noted that the institutions concerned were not used to working together.

The following activities were listed as successful:

- the organisation of five workshops on conservation,
- the finalising of a model of training in conservation,
- a survey on preservation in Africa,
- the creation of a website,
- the organisation of regular meetings of the Executive Committee
- a successful co-operation between IFLA and ICA through JICPA,
- the setting up of the JICPA Secretariat.

Failures concerned:

- the implementation of the national committees,
- the identification of a selective bibliography on preservation and conservation in Africa.

## **9. PAC IMPACT WITHIN AND BEYOND IFLA**

Since its creation in 1986, PAC visibility has increased among libraries and archives. More and more institutions feel concerned by and interested in PAC activities. The recent creation of 6 new centres is a good example of this interest and will certainly increase PAC visibility. Inside IFLA, PAC has been working in collaboration with Sections and Core Activities, mainly with:

- Section on Preservation and Conservation
  - ✓ Register [4.5.2.5]
  - ✓ Pre-conference Berlin 2003 “*Preparing for the Worst for the Best: Protecting our Cultural Heritage from Disaster*”
  - ✓ Resolution on disaster planning – Glasgow 2002 [4.4.2.1]
  - ✓ Guidelines for digitisation projects [4.5.2.3]
- Section on National Libraries
  - ✓ Survey on disaster planning [4.4.2.2]
  - ✓ Open session Buenos Aires [4.4.2.3]
  - ✓ Survey on newspapers in Africa [4.5.1.1]
  - ✓ Resolution on disaster planning – Glasgow 2002 [4.4.2.1]
- Section on Newspapers
  - ✓ Survey on the preservation on newspapers in Africa [4.5.1.1]
- UAP (Universal Availability of Publications)
  - ✓ Survey on digitisation [4.5.1.4]
- ALP (Action for Development through Libraries Programme)
  - ✓ JICPA [4.7.11] and Workshops in Africa [4.3.1.1]

PAC also works with IFLA Regional Offices, organising workshops or joint open sessions at IFLA Conferences, presenting joint resolutions etc... PAC is also consulted by IFLA HQ on preservation issues and represents IFLA in a number of meetings and conferences dealing with preservation, in particular Blue Shield, Memory of the World meetings and some UNESCO meetings.

Externally the impact of PAC has become strong as its advice is often sought for by library associations or organisations such as ABINIA, LIBER, SSRC, ECPA, CLIR, etc... (cf § 4.7) or even by archival organisations such as ICA.

The impact of PAC has been increased by its publications, especially IPN, distributed free of charge (distributing IPN free of charge is important as most of our colleagues in the developing world could not afford to pay for it).

PAC effort to produce more translations has also increased its impact among colleagues who are not at ease with English.

The construction of a network needs to rely upon a strong visibility: that is why special efforts have also been done for participating in major preservation events, worldwide, co-organising training sessions and writing articles and publications not only within IFLA circle but also outside.

## **10. EVALUATION OF PAC WEBSITE**

### **10.1 PAC Focal Point on the Internet**

The major part of information regarding PAC and available on the IFLA website was either obsolete or needed to be updated. On the other hand, the elements of information were too disseminated and the structure needed to be organised so that users should be given an overall picture of PAC Core Activity. The preliminary work was achieved at the PAC office in Paris; then, PAC Programme Officer went to The Hague so as to work directly with Sophie Felfoldi who made the corrections and downloaded the information on the IFLA website. This was done on 13 and 14<sup>th</sup> November 2003. The same work was achieved concerning PAC information on the BnF website.

### **10.2 PAC Regional Centres on the Internet**

As PAC international focal point, PAC regional centres do not have their own website. Information is provided on the website of the hosting institution. This is the case for USA & Canada (Library of Congress), Asia (National Diet Library), Latin America and the Caribbean (Biblioteca Nacional de Venezuela) and Oceania & South East Asia (National Library of Australia).

With some exception, the other regional centres do not present their activity as PAC Regional Centre on the Internet.

## **11. EVALUATING THE FUTURE NEED OF THE CORE ACTIVITY, DESCRIBE THE STRENGTHS AND WEAKNESSES AS WELL AS OPPORTUNITIES AND THREATS THE CORE ACTIVITY IS FACING**

**1.0 More co-operation and more communication** between PAC Regional Centres and between the Regional Centres and the Focal Point is a major goal for the years to come. PAC is now well structured but does not really function efficiently enough as a network. One meeting a year and two activity reports a year are not sufficient to inform all parties of what is going on. Although PAC Officer has asked the Regional Centres to keep her informed, it is still too often that the focal point learns about interesting or major events once they are completed. Such a situation must change. An alternative through internet, a discussion list for instance, should be sought for.

**2.0 Developing additional centres and strengthening existing ones** remains on PAC priorities for next strategic plan 2006-2008.

- 3.0 Some areas in the world are under represented or have specific needs. Such is the case with Asia. For many years PAC attention has been caught on **manuscripts on palm-leaves. Thailand** was the first country to propose to host a centre specialised on the preservation and conservation of this type of item, quite common in South East Asia. Further contacts need to be taken to find out where such a centre could be established and what it should offer, particularly in the fields of training and research.
- 4.0 A new PAC Centre was established in 2004 at the National Library of China in Beijing to cover the specific needs of China. It is obvious that the case of India has also to be examined. Whether or not the **creation of a new centre in India** is useful should stand among PAC future inquiries.
- 5.0 Special attention should also be given to preservation in **Arabic-speaking countries** from northern Africa and the Near East. The establishment of a new PAC Centre in this region is a real need but the settlement of such a centre is confronted with political, religious, economic and professional factors which will probably be sensitive and difficult to solve.
- 6.0 The case of **North America** is unique. The PAC Centre of the Library of Congress is normally in charge of the US and Canada, two countries where preservation is well taken care of. Almost everywhere in the region, preservation departments in different institutions, deal with similar themes and problems. Contacts were taken in 2004 to encourage the PAC Centre in Washington to build a PAC network of concerned libraries within the US and Canada and under the umbrella of the Library of Congress in order to bring assistance to PAC Centres in Latin America or the Caribbean. This endeavour should be pursued.
- 7.0 The efforts made in favour of **translations** are to be maintained and developed. If English is understood by most directors and preservation managers, such is not always the case with conservators or library staff doing preservation tasks. This is why it is so important that principles and good practice are available to a greater number of persons concerned.
- 11.8 For the same reason and despite the ever growing importance of professional literature accessible on line, **PAC publications** should remain accessible to all, **in both formats, paper and on-line.**
- 1.0 **Specific fields** need to be intensified. Among them priorities stand with:
- **Safeguarding of national documentary heritage.** PAC should advocate the creation of both MOW and Blue Shield national Committees
  - **Risk preparedness and disaster planning** can no longer stay ignored and all efforts should be concentrated on the implementation of disaster plans.
  - **Advocating better practice in housekeeping and storage** remains one of PAC goals. This can be done through articles in IPN and basic training during workshops. It does not involve important financial resources and the aim can easily be reached. Small actions often get big results.
  - **Special collections** require specific preservation care. Namely audio-visual and digital collections. The specific areas need to be further explored, technically as well as in terms of management and finances. Research in these domains is to be maintained.

- Last but not least, **training** remains essential and the basis for constituting over the world a preservation network. Training is time-consuming and needs funding.

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>▪ Oldest existing Core Activity</li> <li>▪ <b>Change of director in 2006</b></li> <li>▪ Core activity in development = 6 new centres established in 2004</li> <li>▪ Strong and generous support from hosting institution</li> <li>▪ Strong visibility among preservation professionals</li> <li>▪ Full time staff for focal point</li> <li>▪ Supported by IFLA</li> <li>▪ PAC has become a trademark</li> <li>▪ Great independence of the programme</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>▪ Lack of funding for Regional Centres</li> <li>▪ Growing financial expenses for hosting institution and IFLA</li> <li>▪ Change of director in 2006</li> <li>▪ Weak communication between Centres</li> <li>▪ Significant differences of levels between Centres due to cultural, economic and climatic diversity</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>▪ Hosting institution wishes to go on hosting PAC</li> <li>▪ IFLA willing to maintain PAC</li> <li>▪ Revision of IFLA/BnF Convention</li> <li>▪ More and more institutions and countries, interested in the programme, wish to become part of the network</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>▪ Weight of hosting institution facing Focal Point's independence</li> <li>▪ Lack of necessary funding to maintain staff and publications</li> <li>▪ PAC trademark used inadequately</li> <li>▪ Lack of follow-up after the creation of new regional PAC Centres</li> <li>▪ Increasing difficulties in fund raising to finance specific activities</li> </ul>

## 12. STRATEGIC KEY ISSUES FOR NEXT THREE YEARS

Considering PAC weaknesses and threats strategic key issues for the year 2006-2008 depend first on the future PAC Director and on financial resources. We can already point out that they will include:

### 1.0 Management of PAC Focal Point

- find a new Director
- find funding to maintain the position of Programme Officer with a decent salary
- keep a full time secretariat

### 2.0 Training

- organisation of workshops
- participation to training courses

### 3.0 Publications

- IPN
  - 3 issues a year in both versions paper and on-line
  - regular updating of mailing lists for distribution
- IPI
  - n°6 on disaster plans to be published in 2006
  - more translations available
- Increased budget for publications

#### **4.0 Communication**

Establishment of a forum for discussion on line between PAC directors

#### **5.0 Africa**

JICPA activities to be reinitiated

### **13. CONTINUATION OF THE PAC PROGRAMME**

Even if there will be a change in PAC strategy and activities when a new director is taking over, March 2006, one thing remains clear: PAC cannot disappear because it covers an essential mission of libraries which is to safeguard past heritage for future generations. Financial issues should not act as a brake and solutions to maintain both the necessary existing staff in the Focal Point and the publications on paper should be solved between IFLA and the hosting institution.

During these past years, PAC had to face a number of difficulties among which staff problems and lack of financial resources. As an example, besides two maternity leaves, Virginie Kremp left the programme in December 2001 and was not replaced until May 2002. As another example, until May 2003 (IPN n°29), it was the BnF which supported PAC printing expenses. When it was decided that the BnF printing house should be closed, PAC had to dip into its own resources (PAC bank account) to keep on printing the newsletter. However, despite these difficulties, PAC always continued wishing to develop its activities.

Although threatened like all Core Activities, year after year, since IFLA Conference in Bangkok, 1999, PAC has always been supported by IFLA HQ, Professional Board and Governing Board. PAC has become a trade mark, sometimes used by institutions or organisations which have no official link with the Core Activity and which are not strongly recognised within IFLA. The Section on Conservation even changed name to become the PAC Section.

The PAC Core Activity and the Section co-operate to raise the level of awareness on preservation needs and issues. Their role is complementary, the Section gathering members who can act as specialists in their specific field and recommending management procedures. Members of the Section are elected. They are all well known for their excellence in a specific domain. The role of the Core Activity is to maintain stability and continuity in IFLA preservation policy.

M.Th. Varlamoff  
June 2005

## APPENDIX 1

### IFLA PAC REGIONAL CENTRES

#### AMERICA

North America – **Library of Congress – Washington USA**

**Director:** *Ms Dianne van der Reyden*

Responsible for USA and Canada

#### South America

- National Library of Venezuela – Caracas

Director: *Ms Orietta Palenzuela Ruiz*

Responsible for Latin America and the Caribbean (except English-speaking Caribbean and countries covered by Brazil and Chile)

- National Library of Brazil – Rio de Janeiro

**Director:** *Ms Celia Zaher*

Responsible for Brazil, Bolivia, Paraguay and Uruguay

- National Library of Chile – Santiago

Director: *Ms Ximena Cruzat*

Responsible for Chile, Argentina and Guatemala

**Caribbean** – National Library of Trinidad and Tobago – Trinidad

Director: *Ms Patricia Zephyrine*

Responsible for English-speaking Caribbean

#### AFRICA

**Southern Africa** – University of Cape Town Libraries – Cape Town

Director: *Mr Johann Maree*

Responsible for Southern Africa

**French Speaking Africa** – Bibliothèque nationale du Bénin – Porto Novo

**Director:** *Mr Francis Marie-José Zogo*

Responsible for French-speaking African countries

#### EUROPE

- Bibliothèque nationale de France – Paris

**Director:** *Ms Marie-Thérèse Varlamoff*

Responsible for Western Europe, Africa and the Middle East

- Library for Foreign Literature – Moscow

Director: Ms Natasha Goncharuk

Responsible for Eastern Europe and the CIS

#### ASIA

- National Diet Library – Tokyo

**Director:** **Mr Masaki Nasu**

Responsible for Asia (except China and South East Asia)

- National Library of China – Beijing  
Director: Mr Chen Li  
Responsible for China
  - National Library of Australia - Canberra  
Director Mr Colin Webb  
Responsible for Oceania and South East Asia
- 

## APPENDIX 2

### IFLA PAC ADVISORY BOARD

<i>Sissel Nilsen</i>	Chair Advisory Board, member of Governing Board
<i>Jan Fullerton</i>	Director, National Library of Australia
<i>Renée Herbouze</i>	Déléguee aux relations internationales, Bibliothèque nationale de France
<i>Deanna Marcum</i>	Associate Librarian, Library of Congress
<i>Nancy Gwinn</i>	Chair of the Section on Preservation and Conservation
<i>Ellen Namhila</i>	National Archivist of Namibia
<i>John McIlwaine</i>	University College London
<i>Wu Jianzhong</i>	Director, Shanghai Library

## APPENDIX 3

Job Description

[31 May 2005]

### IFLA/PAC DIRECTOR

PAC (Preservation and Conservation) is a Core Activity of IFLA, the International Federation of Library Associations and Institutions. It was created in 1986 to raise awareness of preservation issues in libraries and archives worldwide and to find solutions in order to better preserve their documentary heritage. It is based at the Bibliothèque nationale de France (BnF) and at present has 12 Regional Centres throughout the world.

The Director has a close working relation with IFLA's Secretary General and his Staff and liaises with IFLA's Professional Committee and relevant IFLA Sections.

## MISSION

The PAC Director is responsible for the global policy of the IFLA/PAC Programme and for the management of the Focal Point hosted by the BnF. He/she is also in charge of the PAC Regional Centre for Western Europe, part of Africa and the Middle East.

## TASKS

- With the co-operation of the twelve Regional Centres and the advice of the PAC Advisory Board, he/she will prepare a three-year Action Plan for approval by the Governing Board. He/she will ensure the implementation of the Action Plan, as approved by the Governing Board.
- He/she is responsible for IFLA PAC publications (International Preservation News, International Preservation Issues) prepared by the PAC Programme Officer.
- He/she participates both in the activities of the UNESCO "Memory of the World" Programme, and in representing IFLA at "Blue Shield" meetings and events.
- Other tasks include :
  - training (organisation of and/or teaching in workshops),
  - advocating standards,
  - making presentations at conferences and workshops
  - fund raising for specific activities.

## POSITION

The current PAC Director will retire on March 15, 2006. The position will be vacant from that date. Nevertheless, it is expected that the future Director be appointed by the end of 2005, in order to have time to get acquainted with the management of the programme and to work on the PAC Action Plan for 2006-2008 jointly with his/her predecessor.

## PROFILE

The candidate must have good managerial skills. He/she must have a talent for communicating and strong language skills as specified below. A sound knowledge of preservation issues is beneficial but not vital, as the role of director is not to be an expert in all preservation issues and techniques but to be able to involve specialists from various countries and to facilitate their working together efficiently.

The PAC Director is a library professional, preferably a senior-level librarian, since partners and directors of Regional Centres are often library directors or national librarians.

The following are qualities that will be looked for:

- Highly available: week-ends are often occupied with missions and travels. Summertime work is required, the IFLA Conference always taking place in August. Irregular timetables, especially during missions.
- Excellent health, allowing long travels abroad entailing jetlag and exposure to different cultures, climates and cuisines.
- Fluent in English and French, spoken and written, including the ability to write articles and reports and to participate in meetings and conferences. The working language is English.
- Good knowledge of Spanish, particularly spoken, is desirable: many of the current and

upcoming activities (workshops, conferences) will take place in Latin America; several Regional Centres are situated in that part of the world.

- Open-minded and interested in foreign cultures.
- Good communication skills and the ability to network easily: the PAC Director must be able to communicate readily and appropriately in public and take part in discussions or debates during meetings or conferences.
- Good organisational and managerial skills, a high degree of flexibility and a readiness to respond to changes to projects and activities.
- A good team player, experienced in project planning and implementation in co-operation with partners: within PAC, the BnF, relevant IFLA Sections and Core Activities, but also with external associations or organisations.
- Fair knowledge of the principles of preservation and interest in the subject.

SK - May 31, 2005

## **GB 05 - 074**

### **IFLA PAC Core Activity Evaluation Peer Review Report**

July 2005

#### **Introduction:**

In March 2005 the Governing Board and its Professional Committee appointed the peer review board to comprise, Helen Forde as the external member and John Meriton as the Governing Board member.

The peer reviewers met first in April 2005. They developed their approach at two meetings in London in June 2005. This was followed by a visit to the PAC offices in the Bibliotheque national de France, Paris 28<sup>th</sup> June 2005.

#### **Documents consulted** – a select list:

IFLA PAC – Self Assessment (June 2005)

Agreement between IFLA PC and The National Library of Australia (2004)

PAC Action Plan 2001-2004

IFLA Core Activity on Preservation and Conservation – Historical Background

IFLA Core Activity on Preservation and Conservation – Strategic Plan 2004-5

IFLA Core Activity on Preservation and Conservation – Annual Reports (to date)

*International Preservation News* (the final being no. 34: December 2004)

International Preservation Issues (various in series)

IFLA Core Activity Evaluation Framework (2 drafts - copies for discussion 21/04/05 and 01/06/04)

Other relevant IFLA documents (print and on-line), in particular the review of IFLA FAIFE Core Activity undertaken in 2004

#### **Stakeholders:**

The Reviewers consulted widely, and where significant comments were received and agreed these are incorporated in the body of the review. In one instance the significance of the individual quoted has led to the source of the comments being quoted and acknowledged.

In most cases informal consultation confirmed the findings of the reviewers, other stakeholders and the PAC self-assessment. Where critical questions were raised we have ensured that these were investigated more closely and they have informed our overall review.

#### **Acknowledgements:**

We acknowledge the standards set by the earlier review of FAIFE. In particular we acknowledge the comprehensive and critical self-assessment undertaken by PAC and the very open response to our on-site assessment made at their offices on 27<sup>th</sup> June 2005.

We also thank all those who gave their time and resources in support of our work in undertaking the review.

## **REVIEW**

## 1. EVALUATION PERIOD

Agreed that the review period 2001-2004 was adequate and valuably augmented by selected features from 1998-2000.

## 2. BACKGROUND, STRUCTURE AND MANAGEMENT

Agreed.

### 2.1 Background

### 2.2 Structure

**2.2.1** The recent growth in global coverage is encouraging. However, there are some structural weaknesses, in that some regional centres are locally and nationally focussed; delivery of services and support can be uneven given the reliance on the personalities and individual commitment. While a good reporting structure is in place, the response from some centres can be poor. Much of this is understandable as the posts are unpaid and the informal manner of making appointments leads to uneven results.

The political difficulties in the middle-east mean that professionals are not always available to undertake supporting roles in the area. This remains an important cultural and geographical area that urgently needs a solid PAC presence.

African activity is growing but the regional coverage is limited given the size of the area and extent of conservation needs.

**2.2.2** The development of coverage and activity in Asia is especially to be commended; in particular, the proposed Palm-leaf document centre in Thailand is a change in approach, focussing as it does on one material, but shows how difficult preservation areas can be tackled by a flexible response to local needs.

### 2.3 Management

**2.3.1** Team work in management has been crucial for the success of PAC. (2.3.1)

**2.3.2** The reviewers have been assured by BnF directorate that the commitment to supporting PAC is undiluted. (See also 5, 11.8 and 11.9 below.)

“A distinctive feature of PAC is its decentralised world wide network structure, which serves to emphasise the substantial amount of direct and indirect subsidy from the Bibilothèque nationale de France, the host of the international centre and the hosts of all the regional centres. Without the support of BnF, PAC's publication programme could certainly not be sustained, nor could it employ a director of the stature of the current post-holder.” (statement by Ross Shimmon, former Secretary-General of IFLA)

## 3. PAC SCOPE, PRIORITIES AND ACTIVITIES

Agreed that primary role is to raise awareness of preservation issues.

### 3.1 Scope

Much effort in this area is made by PAC HQ. The strategy of creating regional specialisms (e.g. digitization in Australia) will serve to relieve the Paris office of the exceptional spread of responsibilities.

### 3.2 PAC priorities and main activities

## 4. DESCRIPTION AND RATING OF PAC MAJOR GOALS

IFLA provides good support, as do the Sections on Preservation and on Newspapers. The Information Technology Section could also provide support, especially through the Canberra and Washington regional centres.

The growth of out-stations has had an impact on the HQ secretariat workload (forms; correspondence; follow-up visits; &c.). This is, however, a valuable investment in the future and should deliver long-term benefits.

### 4.1 Networking of preservation professionals

Rating fully agreed.

There is a need to improve gathering of news from PAC outstations and to develop intra-communication between the various regional offices as well as with the centre.

It is difficult to assess the impact of the Director's attendance at conferences, seminars and meetings; and it is a heavy load averaging 12 p.a.; consideration should be given to increasing representation by the heads of the out-stations at such meetings.

### 4.2 Raising awareness of preservation issues

Rating fully agreed.

The reviewers came across much commendation for the publications and the translation work undertaken.

#### **4.2.1 Publications**

##### **4.2.1.1 International Preservation News**

##### **4.2.1.2 International Preservation Issues**

##### **4.2.1.3 CDRoms**

##### **4.2.1.4 Translations**

##### **4.2.1.5 IFLA Publications**

#### **4.2.2 Conferences, seminars, meetings**

### **4.3 Training staff and technicians**

Rating fully agreed.

#### **4.3.1 Workshops**

The PAC proves its indispensability because it works on a very long time scale; it provides continuity and its current investment is vital for providing dividends in the future.

##### **4.3.1.1 in Africa**

Rating agreed.

The moderate outcome is directly attributable to the level of funding available for the various events; higher success is achieved when funding leads to improved attendance and organization.

##### **4.3.1.2 in the Caribbean**

#### **4.3.2 Training courses**

It is recognised by both PAC and BnF that a strengthening of the interdependence could be achieved by developing further the close links established in preservation and conservation activities.

#### **4.3.3 Courses on-line**

#### **4.3.4 Internships**

### **4.4 Safeguarding and respecting the documentary heritage**

Rating agreed.

#### **4.4.1 "Blue Shield"**

While approving of the establishment of the French Committee of the Blue Shield and of the Secretarial support provided, it must be noted that there is a considerable investment of PAC resources (e.g. the Director's time is committed to 50% to Blue Shield work) and the balance with other PAC international commitments must be considered carefully.

While the Director of PAC is currently doing a valuable job with the development of Blue Shield, will it be possible for her to bring the same clout to her role there once she has retired and no longer the head of an international organization?

"PAC has represented IFLA along with the IFLA Secretary General on the International Committee of the Blue Shield and has been influential in the French National Blue Shield committee. PAC's director, Marie-Therese Varlamoff is a highly respected expert in the field of preservation and conservation. Among many other activities she has organised the valued series of practical workshops. There is no doubt that she will be difficult to replace when she retires." (statement by Ross Shimmon, former President of international Blue Shield).

#### **4.4.2 Disaster Planning**

#### **4.4.3 Disaster workshops in the Caribbean**

#### **4.4.4 "Memory of the World"**

### **4.5 Promoting Surveys, standards, guidelines and best practices**

Rating fully agreed.

Promulgation of standards and guidelines one of the most useful activities

The poor outcome on the Survey of Periodicals and Newspapers does, however, indicate the good and supportive relationship of PAC with the IFLA Section on Newspapers.

It is also to be welcomed that the constraints on providing resources for preservation in many areas of the world is recognised in the focus PAC has developed in encouraging research and the provision of information on preventative measures and the approach of minimal- and non-intervention in preservation.

#### **4.5.1 Surveys**

##### **4.5.1.1 Newspapers in Africa**

##### **4.5.1.2 Preservation Needs in Latin America**

##### **4.5.1.3 Disaster Planning in National Libraries**

##### **4.5.1.4 Digitisation and preservation**

#### **4.5.2 Guidelines and best practices**

##### **4.5.2.1 IFLA Principles on the care and handling of library material**

##### **4.5.2.2 Care, Handling and Storage photographs**

- 4.5.2.3 Guidelines/or digitisation projects
- 4.5.2.4 Guidelines/or the preservation of Digital Heritage
- 4.5.2.5 Register on Standards, Codes of Practices, Guidelines

#### 4.5.3 Standards

- 4.5.3.1 Exhibiting graphic and photographic materials
- 4.5.3.2 Methodology to assess the physical conditions on archive and library holdings
- 4.5.3.3 ISO 9706 on Permanent Paper

#### 4.6 Scientific research

Rating agreed.

However, the reviewers believe that the encouragement provided by PAC to the developed centres conducting such highly technical research will have productive outcomes that will be of significant assistance in furthering PAC's global programmes; successful completion of these research goals will also contribute to PAC's international recognition.

#### 4.7 Co-ordinated activities

4.7.1-10 rating agreed.

It is to be noted that the writing of this policy should be prioritised, especially a listing of the co-ordinated activities. This will contribute to continuity in the management of PAC at this period of change.

There is impressive description on how the laying of foundations for awareness of preservation issues is being approached, however, we feel that more documentation of achievements should be made. There is considerable activity but without improved documentation the outcomes appear moderate.

##### 4.7.1 Development of a PAC network

##### 4.7.2 "Memory of the World"

PAC should consider investigating the support that may be available in this area from the commercial environment and the benefits that may be derived from such funding sources.

There is, however, a need to be more specific about taking opportunities to promote preservation where they are offered, and when it becomes obvious that someone is taking an initiative.

##### 4.7.3 Blue Shield

##### 4.7.4 International Council on Archives (ICA)

##### 4.7.5 Council on Library and Information Resources (CLIR)

##### 4.7.6 Social Science Research Centre - Working Group on Cuba (SSRC)

##### 4.7.7 Association of Spanish-speaking National Libraries (ABINIA)

##### 4.7.8 European Commission on Preservation and Access (ECPA)

There is a need for greater co-operation with ECPA

##### 4.7.9 International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM)

##### 4.7.10 Ligue europeenne des bibliotheques de recherche (LIBER)

##### 4.7.11 Joint IFLA/ICA Committee on Preservation in Africa (JICPA)

Rating agreed.

With JICPA considerable efforts have been made to establish national commissions and centres for disseminating awareness. Success has been uneven and largely low. However, PAC has become more aware of the difficulty of achieving its goals against the adverse social, economic and political conditions pertaining in many parts of Africa. This indicates the need to re-examine methodology but does not invalidate the goals set.

## 5. FINANCIAL VIABILITY

(See also 11.8 & 11.9 below.)

The reviewers were reassured at a high level within BnF management of the continuing commitment and support for PAC. The BnF see PAC as an essential component in their own preservation activities both nationally and internationally. There are, however, a number of areas of concern.

The funding of the post of Director is significantly cheaper, and its integration into BnF much enhanced if a French national or existing civil servant is employed. The reviewers are concerned that this is not in the interests of PAC as an international institution if it were to become a pre-condition or if recruitment were artificially limited to ensure a particular outcome.

It is also to be noted that much of the success of PAC currently has depended on the exceptional skills and laudable commitment of the current Director. This can not be guaranteed in the future and a replacement will take time to learn the ropes and develop their own vision.

We recommend that IFLA take a close look at funding arrangements and look to creating efficiencies in future

financial planning. Other external funding sources should be considered (both institutional and commercial) and revenue streams be examined (e.g. publishing; but see **11.8**).

## **6. FIVE MOST IMPORTANT ACHIEVEMENTS OVER THE LAST FOUR YEARS**

Agreed.

**6.1** Re-organization of PAC Network

**6.2** Publications and translations

**6.3** Workshops

**6.4** Training courses

**6.5** Blue Shield

## **7. ONE SUCCESS STORY**

Agreed.

## **8. ONE FAILURE**

Agreed.

## **9. PAC IMPACT WITHIN AND BEYOND IFLA**

Agreed.

## **10. EVALUATION OF PAC WEBSITE**

**10.1** PAC Focal Point on the Internet

The web-site is in need of updating and in the future needs increased management. There is need for greater co-ordination between the PAC pages on the IFLANET site and the regional centres which mount preservation information independently of PAC.

IFLANET needs greater resources in order to better support PAC; it is not a lack of helpfulness or skills at IFLA HQ but a situation of over-stretch given the breadth of IFLA business and its core activities.

**10.2** PAC Regional Centres on the Internet

## **11. FUTURE NEED, STRENGTHS AND WEAKNESSES**

Agreed.

**11.1** More co-operation and more communication

**11.2** Developing additional PAC centres and strengthening existing ones

**11.3** Additional PAC centre in Thailand?

**11.4** Additional PAC centre in India?

**11.5** Arabic-speaking countries

**11.6** Networking in North America

**11.7** Translations

**11.8** PAC publications, in both formats, paper and on-line

(See also 5 above.)

There is an unresolved conflict between the need to provide free access, both digital and print, to areas of the world which would otherwise be unable to obtain essential information, and the desirability in terms of revenue-streams to maximize financial returns from publications.

**11.9** Specific fields to be intensified

(See also 5 above.)

There are considerable difficulties that face the representative of an outside body working within a host institution; specific skills and attributes are needed if independence is to be maintained while at the same time developing a mutual relationship of support and trust. This balance appears to have been maintained with diplomatic skill by the current Director.

**11.10** SWOT (Strength, Weakness, Opportunities, Threats)

## **12. STRATEGIC KEY ISSUES FOR NEXT THREE YEARS**

We are in broad agreement but do think that IFLA and the new Director should be prepared to re-examine goals, priorities and programmes for the next planning period.

**12.1** Management of PAC Focal Point

**12.2** Training

**12.3** Publications

**12.4** Communication

**12.5** Africa

### **13. CONTINUATION OF PAC PROGRAMME**

The reviewers are impressed by the success of PAC over the course of its establishment. We concur with the view that its role is essential, particularly that the major investments of the last four years, especially the last, will deliver dividends in the future.

If PAC were not well established it would be necessary to set up an institution with its remit if we are successfully to address the urgent preservation and conservation needs of the world's disparate cultural communities.

### **Concluding remarks:**

While the IFLA Preservation and Conservation Section maintains a close working relationship with the IFLA PAC Core Programme it was noted by some specialists in the field that the relationship could be clearer. It was also suggested that the Section could act in an advisory capacity and investigate further advantageous co-operation.

We think that the international aspects of preservation and conservation should represent a high priority in any future review of the key roles of IFLA. The crucial question is how to secure the finances in order to carry it out. The PAC Core Activity Advisory Board has signally failed in one of their prime tasks - that of seeking secure funds in order to sustain the PAC Core Activity. The Advisory Board (as those for other IFLA Core Activities) was set up as a result of the recommendations of the review of core programmes in 1998 when the then Chairman of the Professional Board and Treasurer first the funding 'black hole'. It is important that the long-term funding of PAC be examined in detail and a sound business plan be developed.

Helen Forde  
John Meriton

July

2005

# MINUTES OF PAC ADVISORY BOARD OSLO, AUGUST 14, 2005

## ***Present :***

Sissel Nilsen, Chair of AB  
Alex Byrne, IFLA President-elect (was present first part of the meeting)  
Jan Fullerton  
Nancy Gwinn  
Renée Herbouze  
John McIlwaine  
Marie-Thérèse Varlamoff

## ***Apologies :***

Deanna Marcum  
Jianzhong Wu  
Ellen Namhila

Sissel Nilsen welcomed the participants. Alex Byrne announced that he would ask the present AB to function until the next GB meeting in December when they will nominate a new chair and AB-members. In the coming months the Board will undergo a number of changes: Marie-Thérèse Varlamoff retires in March 2006, Renée Herbouze is leaving the Bibliothèque nationale de France in September 2005 and John McIlwaine is attending his last IFLA Conference.

## **1. PAC SELF-ASSESSMENT AND PEER REVIEW**

The core of the meeting focused on a discussion on PAC evaluation. Sissel Nilsen thanked PAC for a very honest and very thorough self-assessment, most of its conclusions were agreed in the peer review by John Meriton (Victoria and Albert Museum) and Helen Forde (International Council on Archives). She reported that the Governing Board thinks highly of PAC.

Nevertheless a few *points* were *to be considered*:

- Communication between Regional Centres and between Regional centres and Focal Point is weak. PAC Focal Point needs to receive more news from Regional Centres.
- All Centres must participate actively in the publication of IPN and send articles and news;
- PAC must establish a clear policy/strategy prior to the establishment of its action plan.
- Blue Shield has taken much of the director's time. In the future, the director should have more time to spend on the management of the programme.
- Funding has proved to be insufficient, particularly concerning Regional Centres. An effort should be made by AB in co-operation with IFLA HQ to find extra funding for specific projects.

## ***Comments :***

- Renée Herbouze suggests to form a task force in case of disaster , gathering PAC, Section PAC and IFLA HQ. She also thinks PAC should be better integrated within the BnF and should maintain a strong relationship with the BnF preservation department. She adds that more transparency in the relationship IFLA-BnF is to be sought for, particularly in terms of finances.
- Sissel Nilsen thanked the BnF for its generous financial support.
- Nancy Gwinn noted that along with its strategic action plan PAC needed to establish a strategic direction.
- Jan Fullerton thinks that if Marie-Thérèse Varlamoff keeps on Working on the Blue Shield when she retires, there will be more time to spend on specific PAC issues for the new director.
- Sissel Nilsen thanked both the PAC Office and the BnF for their commitment and achievements.
- Alex Byrne joined the meeting for a few minutes. After words of thanks he focused on disaster preparedness hoping PAC and the Section on National Libraries, which is equally concerned, will participate in the new RDP (IFLA Relief and Development Partnership) imbedded in Library

Associations. There is a need to conduct research on how to handle materials that have been damaged. The Disaster Fund should be used judiciously for assessments.

## **2. APPOINTMENT OF FUTURE PAC DIRECTOR**

AB went through the job description prepared jointly by PAC director, IFLA secretary general and chairs of Professional Committee and Governing Board.

Renée Herbouze explained that because the salary of the PAC director was paid by the BnF, the future director had to be a French civil servant.

### ***Decisions :***

- MTV will translate the job description into French, first week of September. (done)
- Job description to be announced in September. (done)
- Sissel Nilsen to come to Paris, if BnF wants her to do so, to meet the different candidates and facilitate the selection.
- Final decision to be taken by a "commission paritaire" in November.
- The future director will start working, jointly with Marie-Thérèse Varlamoff, in January to get acquainted with its various tasks and draw up PAC global policy and strategic plan 2006-2008.

## **3. STRENGTHENING PAC NETWORK AND DEVELOPMENT OF NEW CENTRES**

- Middle East and Arabic speaking regions.

Sissel Nilsen reports that she has a feeling that Egypt might offer to settle a PAC Regional Centre in Cairo. Marie-Thérèse Varlamoff has been approached with a same proposal by the National Library of Tunisia. Jan Fullerton is against new regional centres at the moment.

***Decision :*** The libraries have to come up with a plan and a project.

- Thailand.  
Marie-Thérèse Varlamoff has contacted the University of Chiang Mai about the possibility of establishing a PAC Centre in Thailand focusing on the preservation of palm leaf materials. AB think they also have to come up with a project.
- United States and Canada.  
Several University Libraries are ready to join the PAC Regional Centre in Washington to form a PAC American network with a double aim :
  - avoid overlapping of efforts in disaster preparedness;
  - help libraries whose collections have been damaged by a disaster.

## **4. FINANCES**

Renée Herbouze notes that figures in the financial annex to the Convention and in HQ tables on Core Programmes input are not transparent. The BnF is spending much more than what appears on the paper : for instance the salaries of PAC director and secretary are just mentioned but not clearly indicated. Jan Fullerton thinks it would be useful to draw up a Programme budget.

***Decision :*** PAC will draw up a programme budget that shows all the expenses for BnF, IFLA and external funding. The AB also ask the PAC director to discuss with IFLA HQ that the other core activities make similar programme budgets.

## **5. STRATEGIC PLAN**

This was not discussed. PAC strategic plan 2006-2008 will be elaborated jointly with the future PAC director beginning of 2006.

**Decision** : Get input from Regional Centres.

#### **6. MEETINGS AND SEMINAR IN PARIS, MARCH 2006**

An extraordinary meeting of PAC Directors is convened at the BnF prior to the retirement of Marie-Thérèse Varlamoff. It will take place during the second week of March in order to facilitate Alex Byrne's participation, just before he attends the Governing Board meeting in The Hague.

On the other side the Section PAC wishes to try and organise "mid winter" Committee meetings preferably with libraries hosting a PAC Regional Centre and would like to seize the occasion to organise its first "mid-winter" meeting at the BnF. A joint meeting of both PAC and the Section is also planned together with an international Symposium on current preservation trends.

**Decision** : Renée Herbouze will find out the availability of the BnF auditorium. (N.B. this has already been done. Dates are March 8-10).

After words of thanks to Sissel Nilsen for her commitment towards PAC, the meeting was adjourned at 12:00

Marie-Thérèse Varlamoff,  
September 2, 2005

## **Minutes of the PAC Directors' Meeting**

at the Radisson Plaza

Monday

**15 August 2005**

### **WELCOME**

The PAC Director, Marie-Thérèse Varlamoff, welcomed everyone to the meeting.

### **ATTENDANCE AND APOLOGIES**

#### ***PAC Directors***

Ximena Cruzat, Director PAC Regional Centre in Chile  
Pam Gatenby, representing Colin Webb, Director PAC Regional Centre in Australia  
Chen Li, Director PAC Regional Centre in China  
Johann Maree, Director PAC Regional Centre in South Africa  
Celia Ribeiro Zaher, Director PAC Regional Centre in Brasil  
Dianne van Der Reyden, Director PAC Regional Centre in USA  
Marie-Thérèse Varlamoff, Director IFLA PAC  
Akio Yasue, representing Nasu Masaki, Director PAC Regional Centre in Japan  
Patricia Zephyrine, Director PAC Regional Centre in Trinidad and Tobago  
Francis Zogo, Director PAC Regional Centre in French-speaking countries in Africa

#### ***PAC Advisory Board***

Sissel Nilsen, Chair PAC Advisory Board

#### ***Invited***

Rujaya Abhakorn, Chiang Mai University, Thailand  
Hao Jinmin, National Library of China  
Su Pinhong, National Library of China  
Naoko Kobayashi, National Diet Library, Japan

#### ***Apologies***

Natacha Goncharuk, Director, PAC Regional Centre in Russia  
Orietta Palenzuela Ruiz, Director, PAC Regional Centre in Venezuela

### **INTRODUCTION**

The Regional Directors introduced themselves briefly. Sissel Nilsen from the IFLA Governing Board, Chair of PAC Advisory Board, also attended the meeting. Ms Nilsen explained that a new Advisory Board will be in place in December 2005.

### **1. PAC SELF AND PEER ASSESSMENT**

Two reports (PAC self-assessment and a Peer Review by Helen Forde & John Meriton) were sent to PAC Regional Directors before the meeting. Ms Nilsen spoke on these reports: Communication between Regional Centres and Focal Point needs to be improved. There is a need for a written PAC Policy, followed by the strategic plan. IFLA Governing Board and PAC Advisory Board hold the work and office of PAC in very high regard. Excellent projects were initiated and completed. Of course there are more to be done in the future years.

It was pointed out that funding remains an obstacle. When funding is sought, Directors should approach founders with specific projects. It is encouraging that the BnF will continue to support the PAC office. Support from IFLA Headquarters and the incoming President Alex Byrne are encouraging.

The Blue Shield activities took up considerable time from MTV. The new director will have the opportunity to focus entirely on the work of PAC office. Regional Directors were requested to provide MTV with an audit of

their centres. The Advisory Board is keen to have an estimate of what national libraries or other institutions pay to support the Regional Centre. This should be done in respect of staff time, postage and any other expenses. Regional Directors were now asked to comment on the reports.

Australia: Pam Gatenby mentioned co-operation between sections.

Latin America/ Brazil: Celia Ribeiro Zaher expressed the need for funding for travel (ABINIA meeting).

There was also comments on the IFLA website that was difficult to use. Nancy Gwinn (PB) has been working to improve this.

## **2. SUMMARY OF PAC ADVISORY BOARD MEETING (AUGUST 15, 2005)**

The present PAC Director, Marie-Thérèse Varlamoff will retire on March 15, 2006. A job description has been prepared and the post will be advertised. The candidate should have international standing.

The whole situation regarding the appointment of a candidate is complicated and not without difficulties. It should be understood that this specific post belongs to the BnF. Sissel Nilsen is prepared to assist BnF on the selection process.

## **3. ESTABLISHMENT OF A PAC CENTRE IN CHILE JOINTLY WITH THE CREATION OF A CHILEAN BLUE SHIELD COMMITTEE**

Ximena Cruzat, the Regional Director tabled a report on the activities of the Centre. She was congratulated and thanked for her input in creating a model centre.

## **4. PAC REGIONAL CENTRES – MAIN ACHIEVEMENTS**

Regional directors sent annual reports to MTV and were now requested to briefly speak on their activities:

**South Africa** : Johann Maree highlighted the contact and co-operation established with libraries in South Africa. He also spoke on the various courses presented by the centre. A course on photographic preservation is planned for April 2006.

**Latin America and the Caribbean**: Celia Zaher reported on the support given to smaller institutions in Paraguay and Bolivia. Her National Library went through a period of extensive renovations. Once when all this is completed and normal, centre activities like training will resume.

**North America**: Dianne van der Reyden spoke on the establishment for a network for North America. This network has been established at the request of MTV a year ago. Six of the major universities were asked to identify persons working in conservation to form this network. It will also include the National Library and National Archives of Canada. New York Public Library will also be included. As far as disaster preparedness is concerned the network will have a commitment to salvage. Other commitments will include the creation of a safety network for collections, a safety net for collections care, digital activities in collections. All this once when in place and completed will serve as a model for other centres. Dianne was asked to written article for IPN for March 2006.

**Japan**: Akio Yasue and Naolo Kobayashi (see the tabled and distributed report)

Achievement of a preservation co-operation program for the National Library of Nepal. Translation into Japanese of *International Preservation Issues* n°4 & n°5.

Priorities for the future:

- Research and studies for long-term preservation of paper-based materials and making a manual for Ph testing and encouraging the increased used of acid-free paper.
- Making a disaster plan for the National Diet Library and Guidelines for disaster control in Japan.

**China**: Chen Li, Hao Jimmin, Su Pimhong reported on the preservation of books, survey done for book, preservation as well as buildings. Standards established for the training of conservators received attention. Focus was to raise an awareness of the public for preservation, also through exhibitions.

**Australia**: Pam Gatenby: Preservation training was presented in Malaysia. It was widely attended. 15 countries took part. Archiving web resources, newspaper digitisation, microfilm on cellulose nitrate a matter of concern. Working on a method to identify and manage digital collections that should be applicable to a wide range of libraries in the region.

A committee has been formed to establish Blue Shield in the region.

**Trinidad:** Patricia Zephyrine : Attention was given to preservation assessment. Randy Silverman went to Trinidad to train staff. This activity is continuing.

**Benin:** Francis Zogo : this centre has just been established and will start its activities in the coming months.

**Thailand:** Rujaya Abharkorn reported on various issues: microfilming, the establishment of a consortium for preservation access, overlapping efforts, Memory of the World (raising awareness). He also spoke on the presence of palm leaves in temples and the need for training on how to handle these. He was asked by Sissel Nilsen to write a proposal for the establishment of a new centre in Thailand, focusing on the preservation of palm-leaf material.

## **6. PUBLICATIONS**

*International Preservation News* was sent out three times during the period. Directors were asked to assist Corine Koch and send articles and news items urgently for publication.

John McIlwaine and MTV compiled a 30 page manual on disaster preparedness. It will be available shortly in three languages English, French and Spanish. It will also be translated in Portuguese.

## **7. MEETING OF PAC DIRECTORS FROM THE ASIA REGION IN TOKYO, NOVEMBER 2005**

The purpose is to assess the preservation needs of the region. It will also focus on Tsunami help. MTV will attend.

## **8. PRE-CONFERENCE IN TOKYO, AUGUST 2006**

Akio Yasue proposed to organise a pre-conference, August 2006 at the National Diet Library. According to Nancy Gwinn too late for pre-conference 2006. Sissel Nilsen said it can still be considered

## **9. MEETING OF ALL PAC DIRECTORS IN PARIS, MARCH 2006**

The proposed meeting will take place during the second week of March 2006 (6-10 ). It is envisaged that the meeting will coincide with a meeting of the Standing Committee of Preservation of the Section on Preservation and Conservation. Discussions to take place with the chair, Nancy Gwinn. The Regional Directors were in agreement that a suitable theme might be "Disaster Planning". The incoming president, Alex Byrne is planning to attend the meetings. A three-day meeting is planned and a formal farewell will be held for MTV. Invitations to the meetings will be sent to directors during September.

## **10. POLES OF EXCELLENCE & MAIN POINTS TO BE DEVELOPED IN THE STRATEGIC PLAN (2006-2008)**

These two points were not discussed and will be held over for the Paris meeting in March 2006.

The meeting adjourned at 12:00.

*Minutes taken by Johann Maree,  
Director of PAC Regional Centre,  
Cape Town, South Africa.*

## MAIN POINTS OF DISCUSSION AT THE MEETING OF DIRECTORS OF THE IFLA/PAC REGIONAL CENTRES IN ASIA AND OTHERS

### (1) Shared roles of the Centres and their networking

At present, there are three IFLA/PAC regional centres in the Asia-Oceania region: The regional centre for Asia, National Diet Library, the centre for Oceania and Southeast Asia, National Library of Australia and the centre for China, National Library of China. In addition, although the National Diet Library works for Southeast Asia in cooperation with the National Library of Australia, another centre is expected in the region in consideration of its unique tropical environment. Under this circumstance the meeting of the directors will aim at discussing burden-sharing and cooperation among the centres. In particular, what do you think of the following?

(a) How will China, South Korea and Japan collaborate on preservation?

□Chin.□I would like to learn more about the work of our colleagues from Japan and Korea before I give the more comments. However, I still have some suggestions: the exchange visits of the professionals and the exchange of information should be encouraged. In our region, the study of ancient paper may be focused., for example, our Japanese colleagues are good at the paper examination, the paper quality study and the experiment□their experiences and the lessons in using the new technology, **for example, the experiences of using magnetic materials of different libraries.**

(Jap.)I would like to confirm the intention of China and South Korea to collaborate with Japan on our common preservation issues, and that we will hold meetings on preservation and promote exchange of staff members and technical interchange in future. I also hope that the Regional Centre for China is a domestic Centre but it will become an international Centre in future.

(b) How will Japan and Australia collaborate in South Asia as well as Southeast Asia in future and form a connection with the newly established Centre in these areas?

(Jap.) What is the progress of the plan to establish a new Regional Centre at the Chiangmai University in Thailand? We should confirm here once again the requirements of a new Centre, procedure for designating and shared roles with it.

In the tropical area that includes Southeast Asia and a part of South Asia, I would like to propose that Japan and Australia should collaborate in establishing a network including a new Centre, sharing a directory and communicating with each other.

In order to reinforce further the present PAC activities in Asia, each centre has to develop routine closer communication with the major preservation organizations in region and the other regional centres. How do we do to establish a better network of the preservation cooperation?

(Chin.) It is a very important question. The NLC planed to set up a platform on its web site. **But it was not realized.** We hope to do it in the framework of the “Protection plan”.

(Aust.) I strongly agree that we need to develop closer routine communication between our RCs, as well as with other relevant organisations that can have a preservation impact. For the NLA, there is a willingness to do this, although we need to accept that it will place some pressure on resources to maintain communication, so we are keen to find ways of making it easy.

(Jap.) I would like to propose that each Centre should create a mailing group for its region and develop closer contacts with the major preservation organizations to collect the information on preservation needs and demands. We should also establish a closer routine communication between our RCs to share it.

### (2) Preservation needs survey

Is it necessary for us to conduct a survey again in order to grasp a change after three major surveys: “Library preservation needs survey of national libraries in Asia and Pacific region” by the National Library of Australia and the National Diet Library, 1992; the “Questionnaire for the memory of the world” by the Unesco, 1995; and the “IFLA/PAC preservation microfilming training needs survey” by the National Library of Australia, 2001. What do you see whether new elements such as digital preservation affect the preservation needs in Asia?

(Chin.□We think that we should focus on the study on the harm caused by the digitization process. Of course, we may conduct another survey if possible.

(Aust.) I agree that we need to keep on building a picture of needs and priorities. I am wary of complicated and lengthy surveys unless we think they can tell us something new and useful that leads to action. We already have quite a lot of knowledge about needs in general, including a sense that libraries are starting to build significant digital collections, at least from their own digitisation programs. So if we undertook another survey, I would like to focus on action we could take with specific libraries or countries.

(Jap.) Depending on how things stand in future we would like to discuss among RCs whether a preservation needs survey on a specific theme or specific area is necessary or not.

### (3) Preservation cooperation activities

#### a. Preservation information services

Each regional centre is asked to provide the preservation information services through its own website. What kind of concrete services should we provide for our region in future? Are there any services we will be able to work together in future? For example, how is the “Register of preservation projects in South east Asia and the Pacific” of the National Library of Australia utilized at present? Is it possible to expand its area and to run it in whole Asia?

(Chin.) Each library may publish their results of the preservation and conservation on its website, especially the harm caused by the new equipment and facilities. we have no idea about the project so we have no comment.

(Aust.) - Information services: clearly we need to coordinate the information services we offer from our various websites. I don't know how many people look for information from IFLA PAC Central Focal Point, and how many look for information from the Regional Centres. Perhaps we need to coordinate that as well. Unfortunately, the NLA Register of projects is no longer current. Is there some way we can revive it and, most importantly, encourage users to keep it up to date themselves?

(Jap.) Each regional centre is asked to provide preservation information services through its own English site inside the library's site or independently. We intend to provide services such as collection, storage and dissemination of information about preservation, reference services, clearing services, and drawing up and distributing publications on preservation issues.

#### b. Research and studies

We are asked to encourage scientific research and disseminate its results as a part of preservation information services. What kind of means we should work with and concrete subjects we should deal with for our region? What do you think of the present field of excellence assigned to the Regional Centre?

(Chin.) Same as no.1. for the field of excellence, no objection.

(Aust.) - Research and studies: we are currently very happy to continue as a source of information on digital preservation. We need to do more to find out what research would be useful for preservation practitioners in the region, as there may be opportunities to work with universities to carry out useful research.

(Jap.) We would like to encourage preservation experts' research activities which deal with the following subjects: preservation science, preservation of various media, binding and conservation techniques, Asia-specific issues in preservation such as conservation of palm leaf materials, tropical environment, traditional papers, etc. And we would also like to disseminate their results as a part of our information services.

#### c. Education and training programs

We are asked to implement backup activities to the countries, which are impossible to take adequate preservation measures, by receiving trainees and sending staff members with expertise in preservation. As for the programs carried out, each Regional Centre should exchange information about them each other so that it will develop its planned programs rationally and effectively by avoiding overlap. What is your opinion of that? And could you please let us know your recent activities, if any?

(Chin.) Agree. The PACCC would like to exchange information.

(Aust.) - Education and training programs: we are hoping to offer more training in the future. I have been very impressed with the approach of the NDL in focusing on the needs of a particular country and developing a program to address those needs. However, preservation approaches in Australia, and

especially Canberra, are probably different from those needed in much of the region, so we have to plan our training programs carefully and with imagination.

(Jap.) We will implement backup activities for the countries which cannot themselves take adequate preservation measures, though their library materials are in a serious crisis for some reason, by actively holding workshops or seminars on preservation, receiving trainees and sending staff members with expertise in preservation. I propose that each Regional Centre should exchange with the others information on programs which it plans or has already carried out.

#### (4) Disaster plan (prevention, preparedness, response, recovery)

We recognize by the experience of the damage caused by the Indian Ocean Tsunami that each Regional Centre must appeal each national library of Asia to prepare its disaster plan, support it to formulate the plan and set up a system, by which the Regional Centre in charge of the damaged area would be informed about what has happened immediately. Taking this opportunity, the IFLA has proposed the “IFLA Relief and Development Partnership for the damage caused by the Indian Ocean Tsunami.” How do you see it? What do you think of a key role the Regional Centre should play?

(Chin.)The disaster is important. We appreciate the IFLA relief and development partnership and hope to learn more related information. The regional center should focus on the communications and promote the realization of projects.

(Aust.) This is a very important issue, on which we have not been very active. I don't know whether most national libraries in our region have effective disaster plans, nor whether they are kept up to date. Perhaps this would warrant a focused survey?

- Tsunami response: I think our networks failed - although it is difficult for any disaster plan to prepare for such an event. The proposed IFLA Relief and Development Partnership has great potential - but the role of the PAC RCs, and their ability to play an effective role within their current resources, is uncertain.

(Jap.) Each Centre should encourage and support the national libraries in Asian countries to make a disaster plan. We have to establish the following setup: if a disaster should occur, a library damaged by disaster contacts the Regional Centre in its region immediately and its Regional Center provides information services on appropriate first –aid treatment to the damaged library. The Regional Centre also contacts other Regional Centres in the region and the International Focal Point. Each Regional Centre also approaches its domestic library association, international cooperation institutions, private foundations, etc., based on the “IFLA Relief and Development Partnership,” so that a mechanism to support the recovery operates in its country.

#### (5) Problems peculiar to Asia

What do you think of problems peculiar to Asia such as preservation and conservation of palmleaf materials, peculiar climate unsuitable for preservation, etc?

(Chin.)Problems peculiar to Asia are short of funds. Quite a number of national libraries have unsatisfactory conditions and facilities in terms of temperature and humidity and air pollution control. In the nlc, some yellow stains appear on the ancient books. It may be the poor conditions of storeroom.

(Aust.) Preservation issues for palm leaf materials, and managing collection care in tropical environments - especially without reliable infrastructure - are examples of critical issues in which it is hard for us to draw on our own expertise. They highlight the need for partnerships with other RCs that have expertise in these subjects.

(Jap.) Since we have little knowledge of preservation issues for palm leaf materials and managing collection care in tropical environments, we must take measures in collaboration with experts or the newly established Centre.

#### (6) Congress of Southeast Asian Librarian(CONSAL) and CDNLAO

What do you think that we utilize the CONSAL and CDNLAO as an opportunity to discuss on preservation or raise the consciousness of preservation?

(Chin.) : Agree.

(Aust.) I believe we should make better use of these forums for discussing preservation challenges, including a regular report to the CDNLAO group on progress with critical preservation issues. Once again, there are resource constraints in sending delegates to these meetings on a regular basis.

(Jap.) We would like to utilize the CONSAL and CDNLAO as an opportunity to discuss preservation or raise the awareness of preservation. I propose that if any question is brought up at those meetings, RCs should contact each other and discuss beforehand. Because there are resource constraints in sending delegates in each Centre, we should leave it to some one who will be attending from the library hosting the Regional Centre. We should also actively contribute to the "Newsletter of CDNLAO" edited by the National Diet Library.

(7) Are there any other items you would like to discuss?

(Chin.) We hope to promote the communication in the following areas: the result of the preservation and conservation with new technology and new equipment; the study of the small circumstances and related materials, such as neutral paper, alkaline paper and camphorwood.

#### Future plans

(1) "IFLA/PAC Strategic Plan 2006-2008"

The result of discussions in our Meeting should affect the IFLA/PAC Strategic Plan 2006-2008, which both old and new Directors of the International Focal Point will draft and bring up at the Director's Meeting next March in Paris for discussion. Are there any key items we would like them to incorporate into the "IFLA/PAC Strategic Plan 2006-2008?"

(Chin.) Agree, no comment.

(2) "Action plan of the Regional Centres in Asia"

If it is agreeable in our Meeting, the IFLA/PAC Regional Centre for Asia, National Diet Library, intend to formulate an "Action plan of the Regional Centres in Asia" based on the result of discussions in the Meeting and the "IFLA/PAC Strategic Plan 2006-2008." What is your opinion of that?

(Chin.) Agree.

(Aust.) I welcome the proposal to discuss both the IFLA PAC Strategic Plan and an Action Plan for the local RCs. We will need to find a balance between vision and realism, and between regional needs and what we can hope to achieve.

(Jap.) We would like Ms. Varlamoff to formulate the IFLA/PAC Strategic Plan 2006-2008 considering agreements at this Meeting as opinions from Asia. After that we will formulate the "Action plan of the Regional Centres in Asia" based on agreements at this Meeting as well as the IFLA/PAC Strategic Plan 2006-2008 soon after April next year. Is it all right for Japan to take the initiative in summing it up in collaboration with Australia and China?