

INTERNATIONAL PRESERVATION

A Newsletter of the IFLA Core Programme on Preservation and Conservation

N° 13 - DECEMBER 1996

NEWS

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Preservation and conservation: two words which sound so easy to understand and are at the same time liable to confusion. Since its first issue in 1987 *IPN* has dealt with a number of conservation practices and preservation policies. Today our concern is **preventive conservation**. What should librarians, library managers and curators be doing to preserve and safeguard our documentary heritage? Colleagues from all over the world - Canada, the United States, Switzerland, Nigeria and Russia - are focusing on strategies and activities specific to their library, country or region.

A year ago, the IFLA Section on Conservation published a brochure on disaster preparedness and we are happy to reproduce it here. We hope that this issue proves that prevention is better than cure and that it is much more cost-effective in the long-term. Inevitably we cannot claim to give all the answers to the problem but our intention is to raise awareness of the need to establish, maintain and update disaster plans.

Non-acid and/or permanent paper is the alternative to preservation now and in the future. A meeting of experts was held in Ottawa last October, to write the final version of the draft resolution to be proposed for approval at the Unesco General Conference in 1997. We need to have as many member-countries of Unesco as possible to back this resolution, in order to have it accepted. I urge you all to press your Unesco national commissions and members of library and archives institutions to back this resolution and, if it is passed, to increase your efforts to make it effective.

IFLA's 62nd General Conference in Beijing proved to be very productive for the field of preservation. Apart from the papers presented by colleagues from Asia and Australia, we had the opportunity and privilege of attending part of the International Council on Archives (ICA) Pre-Seminar on Conservation, a series of meetings which allowed us to share the problems of our archivist colleagues and to get to know more about preservation practices specific to China.

Another "rapprochement" with ICA took place in Edinburgh, where at the conference of the Society of Archivists, I was asked to deliver the keynote speech. This enabled me to assess the similarities between our preservation concerns, reinforcing the feeling that co-operation had become not only necessary but inevitable.

Co-operation with Unesco and through its "Memory of the World" (MOW) programme is also under way and the first MOW Conference in Oslo last June, allowed all participants, especially those from developing countries, to underline preservation priorities in their region. It gave them the opportunity to consider the documentary heritage of international interest that they would like to be recorded on the World Register, currently being created. The desperate preservation plight of some countries, notably ex-Yugoslavia and Rwanda, was brought to our attention. We were not only made aware of their need for help but also of our responsibility to reduce the consequences of similar scenarios in the future.

Marie-Thérèse Varlamoff ■



CANADA: AN EXAMPLE OF NATIONAL PRESERVATION CONSCIOUSNESS



Eléonore Kissel is a free-lance conservator who spent many months in Canada assessing collections of archives within the Canadian Council of Archives (C.C.A.) Preservation Management Programme. Assessment is indeed the first step of this supportive Programme which she decided to present thoroughly as an example of state contribution to preservation.

The Preservation Management Programme is financed by the Canadian State, through the C.C.A, which administers the financial resources allocated by the federal government.

Other than preservation projects, the Council funds educational activities such as continuing education seminars for archivists. It also finances scientific research projects related to the stability and treatment of archival documents; projects which involve hard as well as applied research, often leading to the publication of manuals intended for archivists and conservators. The branch of the Programme dealing specifically with preservation will be the only one discussed in this paper.

Although the C.C.A. distributes funds to archive services, their projects must conform to the strategic orientation established by the regional authorities. During the last few years, each of the twelve provincial and territorial governments has outlined preservation policies that take into account the jurisdiction's specific needs. For instance, in 1994 the "Réseau des Archives du Québec" (Quebec Archives' Network) published a document entitled *Quebec Preservation Strategy*, based on the results of a poll carried out on most of the Province's archives services. The "Réseau des Archives du Québec" is thus responsible for examining grant proposals issued by its members, assessing if the projects are in accordance with the principles put forward in the Strategy.

The programme is funded on a parity basis

Any archives service can submit a grant proposal to the C.C.A. provided that it is a member of a provincial or territorial association. This only requires a small annual subscription. The criteria for selection are numerous, including the relevance of the project to the regional context, the quality and quantity of archival holdings, the current conservation conditions and the financial means of the institution. This last factor is indeed crucial, as the Programme works on a collaborative principle by which the archives service must agree to put forward

as much resources as it is granted by the C.C.A. The grant cannot exceed 50% of the project's total cost, which in turn has a 25,000 C\$ limit. The institution's contribution can be direct, as a financial input not included in the regular budget, or indirect, in the form of hours spent by staff members on the grant project. In this case, the time already spent on the project over the two years preceding the grant attribution can be taken into account. It may then be difficult for smaller institutions to submit large proposals, as half the required amount for the project may be well beyond their reach.

The C.C.A. has the right to grant funding strictly to projects fulfilling basic preservation principles; however, the final word is left to the regional organizations, who may set their own list of priorities. The most original aspect of the Programme as it has been applied in the province of Quebec lies in the obligation, involved by the first grant attribution, to have a conservation assessment of the institution completed. The assessment is performed by a professional paper conservator, generally recommended by the C.C.A. or a professional association. Each assessment contains a general review of the facilities, the collections, as well as the policies and procedures relevant to the holdings' preservation. The C.C.A. funded the research for, and published the *Conservation Assessment Guide for Archives*, written by Jane Dailey, in both French and English; this manual is used by conservators throughout the country as a basis for performing conservation assessments. Having made available the Guide and having few conservators focusing on this task should homogenize both approach and results of the province's "global assessment campaign".

Three ranges of priorities of actions are outlined

Following the assessment, various preservation projects are recommended by the conservator, with the co-operation of the archivist. The projects fall into one or several of the categories of the Programme as described below. They are prioritized according to the urgency of the required action (for instance, in cases of active

Selective bibliography on preservation management

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Waters, Peter. *Procedures for Salvage of Water-Damaged Library Materials* 2nd ed. Washington, D.C.: Library of Congress, 1979.

degradation such as could be found with nitrate cellulose-based documents, or if there was an immediate danger of, say... a burst water-main !), the financial and human resources available and time. Often, three time-priority categories are established (immediate priority, soon, non priority) and several cost ranges (from economic to expensive).

Within a single category (e.g., "immediate"), suggestions for preservation projects found in the assessment tend to be a pool of activities more or less costly, time-consuming and complex in terms of logistics. In future grant applications, the C.C.A. will examine proposals on the basis of these recommendations, making sure that the most pressing needs are addressed before less immediate interventions occur.

The Preservation Management Programme contains seven elements logically ordered, on the universal principle that it is better to prevent alterations than to repair damage that has already occurred. These groups of activities are briefly described in the sections below. The global preservation assessment is the first of them and has just been described above.

Development and implementation of policy

In this phase the archivist, in co-operation with a conservator, develops official guidelines relevant to each archival activity, in relevance to the specific institutional context. In order to be efficiently implemented, both policies and procedures must be supported by the whole management staff, including its highest ranked members. The subject matters of the policies and their corresponding procedures are varied, as may be understood from the following, incomplete list: preservation policy and strategy; policy and procedures for acquisitions; pest control; public access; handling; staff training, etc. Disaster prevention and planning are an important part of these activities.

Environmental control

The archivist sets conservation environment goals, and guidelines for achieving the desired results. Several aspects are involved in this process, namely: the establishment of standards and moni-

ring procedures, environmental conditions, improved insulation, changes in installations, the purchase of adequate equipment (humidifiers, fans, etc.) and finally, pest control management.

Establishment of collection preservation priorities

The archive service's staff devise practical procedures enabling the unbiased identification of priorities, a process which concerns holdings and equipment. Holdings are generally evaluated through condition surveys, while space and equipment priorities usually rely on the staff's sense of organization and logistics. An example of a typical dilemma might be whether it was more urgent to update storage equipment, or buy an electric generator that could maintain air-conditioning during a possible power cut. This programmatic step is certainly one of the most difficult to carry out, because of the range of pressing needs which always exist in any archive department.

Holdings maintenance programme

Following the establishment of priorities, the archivist can implement low-cost procedures to reduce the risk of document deterioration. Such practices would include the elimination of inadequate attachments and housings, the dusting of storage containers and equipment, and the reformatting of unstable copies (e.g., duplicates on thermal paper). Other conservation procedures, notably humidification and flattening of rolled documents, are also considered as part of the holdings maintenance programme. These activities are integrated into archival processing (e.g., refolding and reboxing), or performed during holdings maintenance projects which focus on specific collections (e.g., large-sized documents, photographic collections, etc.).

Reformatting

Having prioritized collections according to the results of condition surveys, collection managers can then identify reformatting needs. Following the selection process, documents are prepared (e.g., flatten out prior to microfilming). After reformatting, conservation copies are checked in order to meet archival standards, as it would be

considered inappropriate to finance a reformatting project in which duplicates were unstable. This means that the C.C.A. can choose to reject a proposal to make photocopies of fragile documents, if the copying is not done on permanent paper. A proposal might also be rejected because the original documents were not sufficiently protected from damage. It is more important to preserve the artifacts themselves than to provide access through copying, even if copies are produced in order to limit handling of the originals.

The last phase, which concerns conservation treatment of individual items, includes curative treatments as performed traditionally by book and paper conservators.

Pros and cons

As is the case in any system, this programme has its advantages and disadvantages. In this case, the preservation process is rather strict (global assessment followed by policies, procedures, etc.), and smaller institutions may find it difficult to finance large projects because of the co-operative financing. In addition, it is widely held that conservators lose their manual skills when setting up preventative conservation procedures instead of doing practical treatment work.

Nevertheless, the benefits of this approach are obvious, namely increased neutrality in nationwide assessments and an increase in trust that grants allocated will be put to good use. Above all it brings together the archives' preservation and access functions with an integrated preservation management system, through which large amounts of documents can be protected against factors causing deterioration. In the light of this, it is natural that this programme was conceived specifically for archival collections. It is however possible to apply the concept of "integrated management", (i.e. the integration of preservation into each and every institutional procedure), to library or museum collections. Some elements of the programme are more relevant to specific contexts, such as works of art, series of documents, research tools, etc.

A programme that could be adopted by other countries

The Preservation Management Programme described in this paper is of Anglo-Saxon origin, namely North-American. However, numerous European publications and practical projects illustrate the desire to preserve, then conserve, rather than restore.

Preservation is a global concept which encompasses all activity aimed at the protection of cultural heritage.

Conservation is defined as a range of interventions increasing an object's permanence, while restoration is an intervention performed strictly for aesthetic reasons. Although in theory these concepts are very distinct, in practice the link between them is much more vague. However, this shift in vocabulary underlines a change in perception with regards to the profession of conservators, in North America as well as in Europe.

Administratively, such a programme could be put into practice by many other countries by taking advantage of institutional networks already in place. An example of this is France with its National Library and its associated libraries, its National Archives and regional archive services, its associations of National Museums, and its associations of National Monuments and Sites, etc. Moreover, the possibility of applying to several sources for grants (regional and local agencies) could help smaller institutions to get enough funds to pay half the sum needed for large projects (through co-operative funding by the State).

In conclusion, the Canadian Council of Archives Programme constitutes a truly original and coherent approach to preservation management and as such, should be studied carefully. Its drawbacks can be avoided if its benefits are properly looked into. After all, it is only through trial and error that we can ensure efficient, low-cost and respected preservation of our cultural heritage, not only here but everywhere else in the world.

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NOTES

Books published by the C.C.A. mentioned in this article can be purchased from the Canadian Council of Archives: 344, Wellington street, room 1009, Ottawa, Ontario K1A 0N3, Canada.

Dalley, Jane. *The Conservation Assessment Guide for Archives*.

Kulka, Edward. *Archival Enclosures: A Guide*.

Lull, William P., Paul N. **Banks**. *Conservation Environment Guidelines for Libraries and Archives*.

These books were published in 1995 by the Canadian Council of Archives, Ottawa.

In this article, the term "historical heritage" is used in its broadest sense, i.e. cultural, sociological, ethnological, etc.

OLD PRACTICES VERSUS NEW TRENDS: VIEWPOINT FROM THE USA



The Library of Congress Preservation Directorate has always been like a large laboratory for the study of methods and techniques for the preservation and conservation of its collections. In 1994, it undertook a process of evaluation and consideration which led to a reorganization. That, however, was not the end as there is still much to learn and the research continues.

More specifically current plans are the result of our experience from working with an enormous and overwhelming collection in a national library, which also houses a variety of objects including documents of national importance, archival collections of presidential papers, rare and valuable collections of books and archives from all over the world, collections deposited through copyright law and film and audio materials.

The Library of Congress collections have received active conservation treatment for several decades. Today we are able to see the results of trends in treatment decision-making taken over a long period of time. We have an important human asset, namely a staff of book and paper conservators and allied professionals who have received training through academic programmes, apprenticeships and internal training programmes at the Library.

Conservators do have control over damage

So, how does one preserve such collections, given the current state of knowledge about deterioration and treatment processes, with the resources that we have at our disposal? We know that there are no panaceas. There are, however, various options. We also know that the more options there are available, the more likely it is that the appropriate solution will be found.

It becomes clear when one examines the condition of the collection that much of the most serious damage that caused material to become unusable was not the deterioration inherent in the materials (often described as the "brittle book" problem), but damage incurred by poor conditions of storage, building construction faults (including leaking pipes and roofs),

wear and tear from usage by untrained staff and readers, and damage caused by the acidity of enclosures. In addition, there was damage resulting from previous conservation treatments. These are situations over which we do have some control as conservators, and remedial treatment is not necessarily needed.

We have had the opportunity to document and observe the results of treatments that have been carried out in the Conservation Office since 1950 - a period of only 45 years. Fortunately, documentation of methods and materials used exists, so we have had the opportunity to evaluate those used in the past. These treatments were carried out according to the most advanced techniques and with the best materials available at the time.

The "less is more" principle

Briefly, what has been observed is that repairs and linings made with mixtures of starch, protein and synthetic adhesives have discoloured, yellowed and embrittled books and documents. Furthermore such adhesives have proven extremely difficult to remove. We have seen items that were washed or bleached and have become weakened or have become mottled. We have seen repairs made with pressure-sensitive adhesives that have deteriorated and caused staining that is very difficult to remove. Moreover, those same adhesives become ineffective as they become embrittled and rigid with age.

Laminations of cellulose acetate have become discoloured, stiffer with age, and unable to flex in book structures. Even where the preservation procedure involved foldering, boxing, or placing in pamphlet binders, we have seen extensive damage when the enclosure material used was not of the highest quality. The acidity from the protective enclosure can migrate and actually increase the acidity and brittleness of the original document. These consequences are much more costly to reverse and eliminate than was the cost of the original treatment.

What can we learn from this?

The decision to intervene with treatment is a serious one. When a decision is made

This article is based on a talk delivered at the "Conference on the Preservation and Conservation of Islamic Manuscripts" held at the Al-Furqan Foundation in Wimbledon, England, November 1995. Ann Seibert reviews the main causes of deterioration and shows that humans, as well as nurturing books, can equally cause untold damage.

to remove something or add something to the original object a question must be asked: is this treatment really necessary? Where treatments are necessary, there have been innovations to make the treatments less damaging. Innovation seems to occur mostly in techniques and materials that allow greater control over treatment of the item, are gentler in their effect on the object, and are less toxic for the conservator. Lowered toxicity should be considered extremely important since the value of a highly skilled and experienced conservator is incalculable for preserving cultural heritage. It is worth the effort to ensure a conservationist's long and healthy career. The "less is more" principle seems to work here.

Limited resources can "make do"

Several people at the Al-Furqan Conference mentioned that, in their countries there has been a return to the use of natural starch adhesives without additives, and this is true too in the US. These are treatment techniques which were established in the past and have proven safe throughout the centuries. Although these techniques have proved themselves in the past, today they still require the same conscious questioning and evaluation of what is effective and what isn't.

What is the current focus? What are we trying to do? What resources are needed to do a good job. Who should take responsibility? Can someone who has not had experience with the individual objects and their lifecycle really have a vision of what is required for their preservation? Can we keep the desire for technological solutions and efficiency in balance with the needs of the individual objects as well as the collections as a whole?

The basic premise for preservation of collections is the development of an approach that takes into account all the various agents of deterioration and the level of risk they are to the collections.

This means examining actual risks and using limited resources to correct the elements which have "the greatest potential to do the most harm" to the collection (1). The agents of deterioration are well known, but need to be recalled frequently

and with due consideration so that the focus remains clear. They include:

- 1) Direct physical forces and their result which can be cumulative or catastrophic.
- 2) Thieves, vandals, and users whose damaging behaviour can be intentional or accidental.
- 3) Fire.
- 4) Water.
- 5) Pests.
- 6) Contaminants including indoor and outdoor gases, liquids and solids.
- 7) Radiation/light including ultraviolet and unnecessary light.
- 8) Incorrect temperature including temperatures that are too high, too low or extreme fluctuations.
- 9) Incorrect relative humidity including dampness (RH over 75%), relative humidity above or below a critical value and major fluctuations in relative humidity (2).

Human beings as agents of deterioration

The first four agents of deterioration originate from human use of the collections. We, as human beings, are probably the most active and often the most destructive agent of deterioration. Objects, untouched by human hand for centuries have survived intact, only to be destroyed, in a decade, by human usage. As conservators we have a responsibility to inform and educate others in appropriate caretaking of collections. Conservators, who have the knowledge of the deterioration processes of materials and practical experience of the effect of various forms of deterioration, have the responsibility to assist in the evaluation of all factors causing deterioration and the possible ways of dealing with them.

In the past, conservators had very little influence over decisions made about facilities, safety and risks to collections, or about how collections were handled in other parts of the library. The placement of collections in folders or boxes or pamphlet binders was carried out by cataloguing staff and there was no control of the quality of materials used for these enclosures.

Administrative support is one priority

The institutional activities in which the conservator needs to participate include effective emergency preparedness plans, security, cleaning and maintenance schedules, improving the environment and storage furniture, improving materials used in direct contact with the objects, handling regulations and access options. These include the reformatting of fragile items, restrictions relating to loan and exhibition and finally the stabilization and treatment of individual items.

In fact, many of these preservation activities do not require enormous financial resources. However, they do require well-trained conservation professionals with administrative support when important decisions are concerned. Conservator training should include practical administrative experience, priority settings, raising preservation awareness within the institution, decision-making and fund raising. If decisions are made outside the preservation framework, they are often made without sufficient knowledge of the effect that these decisions may have on the individual objects in the collections. This, it seems, should be the focus: how do we do the most "good" for the greater part of the collection in a way which can be sustained in the long-term.

(1) This is a scheme taken from the Canadian Conservation Institute (CCI), "Framework for Preservation of Museum Collections," (wall-chart) 1994. Orders should be sent to: Canadian Conservation Institute, Publications, 1030 Innes Road, Ottawa, Canada, K1A 0C8. Phone: (1-613) 998-3721.

(2) This scheme can be used to clarify the fact that it is not merely the agent, but also the extremes or the qualified forms of many of the agents. It is also based on an order of priority. For example, if local temperatures fluctuate between 85 °F and 50 °F, the building has a roof with structural problems, leaks, and is located near a coastal area subject to strong storms, with the potential to cause catastrophic loss, priorities might be: 1) create an effective emergency plan for storms; 2) correct the structural roof problems, and 3) regulate temperature extremes.

Ann Seibert
Senior Paper Conservator
Library of Congress ■

HOW SHOULD PRESERVATION PROCEDURES BE IMPLEMENTED IN AFRICA ?

Preventive conservation may be defined as those activities deployed to slow down or even prevent ongoing deterioration of library and archival materials. Preventive conservation, also called preservation (see frame 1 in opposite column) is to be distinguished from conservation and restoration treatments. It deals with minimizing deteriorative factors, maximizing security in libraries and archives and proper handling of documents. Preventive conservation should be the concern of every user and all library and archive staff in Africa as elsewhere.

Surveys of the condition of library and archive materials in Africa which were conducted by Mazikana, Alegbeleye and many others, indicate that the seismic scale is a major preservation issue.

There is obviously no absolute solution to the preservation and brittle book problems facing African libraries and archives. There is also no single approach to be followed. Options available include: preventive conservation measures; use of acid-free paper for protective enclosures, facsimiles and for producing original publications; conservation and restoration treatments; mass deacidification (mass or manual treatments) and reformatting or conversion of the information onto other formats.

But for preventive conservation, all the other approaches mentioned above are relatively expensive. Reformatting involves converting the information from paper to microform or even to machine readable format or making facsimile editions.

Preservation need not be technology-driven

Why is preventive conservation advocated and canvassed for African countries? It conforms to the age-old adage that prevention is better than cure. To African countries with dwindling revenues and widespread poverty, preventive conservation is a more economical approach. It is not technology-driven and does not require a great deal of expertise which is acutely lacking in African countries.

Environmental conditions in libraries or archives have a direct bearing on the preservation and longevity of a collection.

Frame 1

Note from the editor:

The terms "preservation" and "conservation" seem to be understood differently by different people, depending on their acquaintance with the English or French language. In order to make it clearer to conservation non-specialists, a few definitions from several sources have been listed:

From **Wendy Smith** in *Library Preservation Management Training Program*, 1996:

Preservation - all activities that prolong the life of materials or their information content.

Conservation - activities involving treatment of individual items - often labour intensive.

Restoration - a conservation treatment restoring an item to its original condition.

From **John Feather, Graham Matthew and Paul Eden** in *Preservation Management*. Adelshot: Gower Publishing, 1996, p. 5.

Preservation. The managerial, financial and technical issues involved in preserving library materials in all formats - and/or their information content - so as to maximise their useful life.

Conservation. The maintenance and/or repair of individual items.

From **Mirjam Foot**, Interviewed by Edward Simpson. *Paper Conservation News*, 70, 1994, p. 2.

Preservation includes everything that is conducive to the well-being of collections. [It] not only concerns [...] the development of good-storage conditions and book handling but also administrative effort, so even budgeting for conservation work comes under preservation. In fact preservation covers everything that [...] benefits the physical well-being of the collections, whereas **conservation** is the active work carried out on the collections.

In *Preservation of Library and Archival Materials*, by Northeast Document Conservation Centre, **Sherelyn Ogdén**, the editor, makes a further distinction. She separates preventive preservation from remedial preservation. Then comes conservation treatment. Her text goes: "**preventive preservation**" plays much the same role in respect to library and archival materials as do public health and preventive medicine for people." Under the wording "**remedial preservation**" fall mass-deacidification and reformatting.

This is not the first time that IPN has attempted to provide African librarians with information that addresses their specific conservation requirements. Certainly the first step to an effective preservation strategy begins with architectural protection. This was discussed in IPN #6. In the present issue, Bunmi Alegbeleye sums up the main points to help prevent damage.

Therefore efforts have to be made to control factors such as light levels, relative humidity and temperature, which are inter-dependent, and pollution in order to slow down the rate of deterioration. Ideally, preservation problems in an institution should be pointed out by means of a collection survey.

Light is the most chemically and physically potent agent of deterioration. Ultra-violet radiation from sunlight and fluorescent bulbs in our libraries and archives can be warded off by means of window curtains, blinds, etc. Fluorescent sleeves can be used too.

Temperature and relative humidity can be very problematic, especially in tropical and hot countries. The lower the storage temperature and humidity level, the longer paper documents will remain intact. The rate of most chemical reactions, including deterioration, doubles with each increase in temperature of 10° C. Large and frequent fluctuations in environmental conditions must be avoided as well as discrepancies of levels between storage areas and reading rooms.

High levels of temperature and humidity facilitate the growth of mould and encourage the survival and proliferation of rodents and different types of insects which consume library books and papers. These levels can be stabilized by the use of air-conditioners, dehumidifiers and humidifiers. Fans are also useful. It should be reminded that

Frame 2

Note from the editor:

As far as air-conditioning systems are concerned, the *Principles for the Preservation and Conservation of Library Materials*, states that:

"In many places air-conditioning systems may not be able to be provided [...] and simpler measures may be used in limiting the extremes in temperatures and humidity, such as the following:

- a) ensuring good air circulation by appropriate use of fans and windows,
- b) use of dehumidifiers to reduce humidity in badly affected areas of book stacks,
- c) use of insulation methods to reduce heat and use of blinds to keep out direct sunlight,
- d) ensuring buildings are properly maintained to keep out dampness during rainy periods."

money spent on air-conditioners is well invested, provided that they are switched on on a full time basis. Simple mercury thermometers and dial humidity indicators for measuring both temperature and humidity respectively are inexpensive (see frame 2 below in left margin).

Cleaning and dusting must not be underrated

Pollution, because of its damaging effect on materials can be devastating and should be carefully controlled. When fossils burn, sulphur impurities combine with oxygen to form sulphur dioxide which makes paper become acidic as particles seep into library rooms in the form of nitrous oxide. This type of damage can be decreased by seeking the co-operation of organizations that monitor pollution and can recommend controls. Sulphur dioxide test papers also help indicate whether an area is polluted with sulphur dioxide. They can be found on the African market.

Routine cleaning and dusting are a sound basis for eliminating nitrous oxide particles and detecting pest infestation. A good housekeeping programme is an inexpensive approach to prevent insects and rodents from infesting libraries.

Storage areas and shelves must be cleaned often and regularly with a wet cloth. These are simple and low-cost measures that can be carried out everywhere provided that staff are motivated and aware.

A proper handling of library and archival materials certainly prolongs the life of the materials. Both library and archive staff as well as their users should know how to handle these materials (1).

Finally, preventive conservation entails the establishment of a disaster control plan. Such a plan enables library and archive staff to anticipate a disaster and be prepared to prevent, alleviate and recover from it (2).

A pledge from the JICPA

Such is the scale of the preservation and conservation problem in Africa that a concerted African-wide approach has become necessary. Happily enough, representatives from IFLA and the International Congress on Archives (ICA) met in Dakar in February 1996 and established a Joint

IFLA-ICA Committee for Preservation in Africa (JICPA). JICPA's main objectives are:

- (a) To identify African, sub-regional and national needs in the field of preservation.
- (b) To formulate strategies and policies related to specific African issues.
- (c) To encourage the formation of national commissions on preservation and conservation.
- (d) To raise awareness particularly among governments and policy-makers.
- (e) To encourage and support training programmes in the field of preservation.

The Chairman of JICPA is Mr. Komlan Afanou from the Benin University Library at Lome, the Secretary is Mr. Musembi, Director of the Kenya National Archives while the Coordinator of Education and Training is Dr. Bunmi Alegbeleye of the Department of Library, Archival and Information Studies, University of Ibadan, Nigeria.

In view of the enormous task of the JICPA, it pleads for the support of all libraries and archives including all library schools in Africa so as to make a success of its assignment.

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(1) Editor's note: there is a very enlightening article by Diane Rosenberg on this issue entitled "Everyday care of books in libraries" in *Proceedings of the Pan-African Conference on the Preservation and Conservation of Library and Archives Materials*. Nairobi, Kenya: 21-25 June 1993. Ed. by J.-M. Arnoult, V. Kremp and M. Musembi. IFLA Professional reports, n° 43. The Hague: IFLA Headquarters, 1995. p. 77-87. English or French version. Copies of the article can be obtained freely from the editor.

(2) Editor's note: Dr. Alegbeleye wrote a thoroughly interesting and complete book on disaster prevention in Africa. See the review on page 23 in this issue.

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IN SWITZERLAND PRESERVATION IS OPPOSED TO RESTORATION



After a university education in pedagogy and psychology, Andréa Giovannini specialized in the restoration of medieval books and documents. As official adviser to the Canton of Tessin in Switzerland, he is much sought after for his advice and expertise. He ensures proper training for librarians and archivists in his region and works closely with architects on the construction of new archive buildings.

A number of regional libraries and archives still administer their heritage according to rules inherited from the 19th century, and work out restoration programmes which in their way, are to their credit. A damaged document is looked at not as the victim of an epidemic but as an individual patient. Workshops in the public and private sector have consequently seen the light, and the level of training for those involved in restoration has not ceased to improve as has the development of restoration methods and techniques.

Nowadays, everyone is agreed that, to ensure the life expectancy of a document, restorative techniques are confined within two boundaries. They involve modification of their original state either because various techniques require partial unbinding of the more complicated parts of the document, or because of secondary effects (1). This leads to a loss of information, be it only minimal, a risk which is tied to any intervention. This proof is the source of a vital code of restoration ethics. To ensure long-term preservation and consultation of a document, treatment must be limited to the bare necessities.

The management of whole collections precludes piecemeal treatment from the human perspective and is incompatible with resources allocated for restoration. Research has therefore been orientated towards mass treatment, notably the deacidification of paper made from mechanical woodpulp. Moreover, the analysis of factors which cause deterioration has led to the setting up of standards and laid the foundations for the whole concept of preservation policy.

Defining a preservation policy

A preservation policy is the combination of all measures involved in slowing down the process of deterioration, while also allowing improvement of preservation conditions when the documents are stored, consulted or exhibited. Conditions attached to document use and storage form a firm basis for implementing specific conservation standards. Without them these conditions would lose their effectiveness. From a financial viewpoint,

expenses involved outside the framework of a preservation policy can only lead to a waste of resources.

Before setting priorities for these standards, the person responsible for the collection must ask himself questions relating to preservation conditions in storage areas and reading rooms, previous preservation techniques and the handling of documents by both staff and users. He must take his benchmark from the most fragile and vulnerable documents and collections and set his priorities for intervention based on the administrative and policy framework of the institution, as well as its human resources, its logistics and its financial capabilities. For this he can call upon a preservation consultant to create the necessary balance sheet needed for the formulation of a conservation policy.

The balance sheet

This begins with indepth research in the premises housing the collections and the collections themselves.

Environment

- Temperature and relative humidity: the findings of data relating to the internal climate of the institution are vital tools for evaluating climatic conditions. This information is provided by means of accurately calibrated thermohygrograph installed in the year prior to the survey. It is also beneficial to obtain further data on external climatic conditions such as:
 - the level and quality of light,
 - atmospheric pollution, and
 - the presence of microorganisms, insects and other parasites.

Architectural structures

- Their influence on climatic conditions, light, etc.
- Risks arising from flood, fire or theft.

The provision or drawing up of plans (on a scale of 1/100) of all storage areas and consultation rooms allows some risks to be localised.

Storage methods

- Shelving, (construction, material, positioning in storage areas, book-ends).

- Enclosures (jackets, portfolios, boxes, bindings, etc).
- Large-sized and special documents.
- Labelling.

How the documents are used

- Working methods of staff (organigram of institution and distribution of responsibilities).
- Staff behaviour.
- Reader behaviour.
- Exhibitions.
- Transportation.

Binding and restoration

- Quality of workmanship: reports on the activity and productivity of binders and internal restorers as well as external contractors are very beneficial.
- Profitability.
- Available means.
- Restored holdings.

Information gathered from staff allows a first hand understanding of certain complex cases and can help pick up on traces of "conservation accident" occurring in the past and since forgotten.

Research documents relating to the type of packaging used either recently or long ago are also necessary (these relate to designation of items, manufacturers, composition of materials, price, etc.).

All these elements must be analysed with respect to three other criteria. How and how much the collections are used, their cultural importance, locally, nationally and internationally and the organigram and level of staff training. Each document or locality examined becomes the subject of an index-card and can then be entered on to a database. Several institutions in Europe are considering setting up computerised systems for medium-sized libraries and archives. The author has developed a management software package called "Filemaker Pro®" in collaboration with M. Mauro Carmine, librarian at the Archives of Tessin Canton and the historian Gabriele Rossi. Even institutions of limited means can carry out a survey successfully without computerisation and manage their index-cards manually.

The database

The database is divided in two: one part for data on premises, the other for data relating to the condition of the collection. Each item of data is given a value on a scale from 0 to 6.

Premises

The following must be taken into consideration: structure; disaster risk; climate; light radiation; air quality; biological risks; infrastructure (cupboards, shelves, and other structures). They must be considered as much for their arbitrary qualities as for their appropriateness for the documents stored. It has been shown that premises which are well adapted for medium-term storage of administrative documents do not offer satisfactory conditions for the long-term preservation of more fragile documents. It is easy to determine which premises offer the best (on the least adverse) conditions for preservation.

Collections

By means of predefined lists (which are easily modified) one can determine:

- The location mark and its geographical position, the type of document (book, charter, map, sheet of papers), dimension, date and current storage method (bundled, boxed, bound).
- The document's state of preservation (its format and its intellectual content).
- The state of preservation of the document's other components (eg. the seals on a charter).
- The need to prohibit consultation of the document while awaiting adequate arrangements for it.
- Storage (sewn, bound, boxed, mounted) taking care to ascertain the physical and chemical stability of storage materials.
- The physical form of storage or filing (mechanical protection, whether consultation of the documents should be permitted).
- The compatibility of the document with the place in which it is preserved.
- The method of citation.

Predefined lists allow information to be given about:

- Internal causes of external alteration, preservation conditions, heavy use, tinkering.
- The type of treatment which should be applied (change of storage material or form of storage, individual or mass deacidification, minor repairs, binding, restoration, transfer onto other format.
- Frequency of consultation (2).
- Urgency of intervention.

Analysis facilities offered by the database divide into four headings.

- Selection of documents from subject matter or preservation site.

Sample question: locate all documents under subject-heading "Architecture". Identify most vulnerable documents needing new method of storage (from string-tied scroll to preservation in a horizontal shielded position) or which must be prohibited from consultation.

- Selection by stage of preservation, with the possibility of selecting all documents with or without serious preservation difficulties, in one operation.

Sample question: identify all documents presenting serious preservation difficulties by subject (or other criteria).

- Selection by treatment needed.

Sample question: identify documents:

- which require new storage method (jacket, cover, box, binding, etc.),
- which need to be restored in time,
- which need to be deacidified,
- which need to be temporarily barred from consultation.

Data analysis

Findings from data form the basis of the preservation programme. The latter should be made up of three further elements provided by the institutions management: the frequency of consultation is an essential factor in setting priorities for intervention. The cultural importance of the documents or collections contributes to the orientation of these priorities, namely that badly preserved collections of secondary significance must not be given

priority. Taken on a large scale, this concept allows a cohesive course of action, but implies the regional and national division of preserved documents. However, application of this concept on an institutional level is still feasible and useful.

The evaluation of the organigram and the level of staff understanding of conservation matters, enables training needs to be established. Suitable training should be offered to all echelons of the hierarchy, as proper conservation can only result from competent performance. The organigram ought to clearly define preservation responsibilities and personnel concerned should have time, intellectual ability and necessary materials in order to fulfil their role.

Once unencumbered by the most problematic and most urgent aspects whether at the level of the institution's structure or its preserved collections, it is necessary to look into the availability of staff, sites and financial resources. If resources are insufficient, certain measures not requiring large investment but raising consciousness and goodwill are possible, such as the training of staff.

Financial and human constraints should not therefore deter the analysis and establishment of a preservation programme. It stands to reason that this work could not be achieved without the close collaboration between the management of the institution and the preservation specialist, in order to integrate the elements previously mentioned into the analysis or to evaluate realistically the possibilities of applying the desired standards (3).

Measures for adoption

By the end of this course of action the institution has at its disposal an authentic long- and short-term programme of preservation with specific standards. They can be subdivided into three groups, each one comprising short-term standards (indispensable and realizable) and medium-term (requiring prior preparation or not first priority). These three categories are illustrated by a few models which are not exhaustive.

General standards advantageous to the whole institution

These have all advantage of improving preservation conditions for all the collections or for certain documents.

Architectural standards:

eg. checking roofing or sanitary installations, fire door installations, blinds or curtains.

Purchase of environmental equipment:

eg. purchase of environmental equipment measuring light and air pollution; fire and water detectors, burglar alarm, etc.

Purchase or modification of shelving:

eg. purchase of materials designed for large-sized documents, book-ends, etc.

Purchase of protective materials:

eg. jackets, covers, boxes, specific material designed for individual documents.

Drawing up of disaster plan:

eg. organization of preventive measures in case of small or large scale disasters.

Guidance for internal and external workshops in binding and restoration.

Organization and training of staff according to duties and responsibilities in the area of preservation.

Equipping of reading rooms and training of readers to decrease restoration and reduce damage caused during consultation.

Standards for collections

Such measures include enclosure of ancient bindings which cannot stand up to conservation techniques without special protection, flat storage of large books, preservation binding and stitching techniques, the acquisition of adequate preservation material (jackets, files, boxes), the manufacture of frames for works of art on paper, documents sealed in special boxes etc. The mass deacidification of handwritten or printed documents on acid paper comes also into this category.

Special measures for a single document

When protective means appear insufficient to guarantee the preservation of important documents, specific measures must be adapted. As far as possible passive conservation methods are turned to. If this course of action turns out to be

insufficient it is beneficial to call upon a qualified restorer to carry out a treatment suited to long-term preservation and consultation of the document, in so far as this is possible. Restoration thus finds its place in an overall preservation programme: once restored the document will benefit from adequate preservation conditions.

This article illustrates a schematic course of action in establishing a long- and short-term preservation programme. It will become a point of reference for future action by assuring the coherence of different measures and by making optimum use of available resources.

(1) Over the last few years several methods attempting to avoid the unbinding of bound volumes have been reexamined. In fact, unbinding is one of the causes of serious and irreversible tampering which can only be compensated by an indepth codicological analysis undertaken during restoration. One washing of a leaf of paper can completely change its composition. It goes without saying that a qualified restorer will take all necessary precautions to ensure that these alterations are kept as minute as possible.

(2) In most cases, this information is provided by the librarian or archivist working with the specialist in the warehouse. When the institution uses a computerised loan service, the frequency of consultation can be accurately evaluated and entered on the database at a later date.

(3) The preservation specialist can integrate information provided by the institution either when the plan is being drawn up, or at a later date. In this case, the preservation programme initiated by the preservation specialist constitutes the starting point for debate or the preservation measures to be put into action. This collaboration can influence the setting of priorities.

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LIBRARY DISASTER PLANNING: PREVENTION

A library disaster is an unexpected event which puts collections at risk. No library can be excluded from or is immune to the possibility. Disaster planning is a matter of basic security for libraries, their staff and their collections. It is considered to be an essential part of any preservation programme to be implemented by any kind of library. A formal written plan enables an institution to respond efficiently and quickly to an emergency, and to minimize damage to the building and its contents.

Principal Causes of Disasters

Natural disasters

- Rain and wind storms.
- Floods.
- Biological agents (micro-organisms, insect or vermin infestation).
- Earthquakes.
- Volcanic eruptions.

Man-made disasters

- Acts of war and terrorism.
- Fires.
- Water (broken pipes, leaking roofs, blocked drains, fire extinguishing).
- Explosions.
- Liquid chemical spills.
- Building deficiencies (structure, design, environment, maintenance).
- Power failures.

Natural disasters cannot be prevented, but measures can be taken to eliminate or reduce the possibility of trouble. Regardless of the many forms a disaster may take, the actual damage to collections is usually caused by fire or water. Even when they are not the initial factor, fires and floods almost invariably occur as secondary causes of library disasters.

Some Major Effects of Disasters

Fire:

Books burn fairly slowly. Paper chars and crumbles when handled. Smoke and soot discolour books not otherwise affected. Microforms and audio-visual materials can be completely destroyed or damaged beyond repair.

Water:

Paper absorbs water at different rates depending on the age, condition and composition of the material. Generally speaking, books and manuscripts dated earlier than 1840 absorb water to an average of 80% of their original weight. Modern books, other than those made of the most brittle paper, absorb to an average of 60% of their original weight. Leather and parchment warp, wrinkle or shrink. The damage done to book covers may be irreparable. Water can cause gelatinization on parchment.

Prepared for the on Conservation

by Maria S
with the assistance of

After floods, mould rapidly begins to form in damp conditions. Audio-visual materials, photographs, microforms, magnetic media and other disks, are also vulnerable to water, and the damage depends on the type of the material, the length of exposure to water, its temperature, etc.

Earthquakes:

Shelving may collapse and the contents be thrown on to the floor. Few books can withstand such treatment. Fire and water damage often result from seismic activity.

Biological agents:

Materials may be eaten, soiled, stained and shredded.

Disaster Plan

This usually involves four phases:

- 1) Prevention.
- 2) Preparedness.
- 3) Response.
- 4) Recovery.

The following guide to producing a disaster plan outlines recommended action in all four phases, but prevention is the best protection against disaster, natural or man-made.

Phase 1: Prevention

Identify and minimize the risks posed by the building, its equipment and fittings, and the natural hazards of the area.

- Carry out a building inspection and alter factors which constitute a potential hazard.
- Establish routine housekeeping and maintenance measures to withstand disaster in buildings and surrounding areas.
- Install automatic fire detection and extinguishing systems, and water-sensing alarms.
- Establish and maintain a good fire-prevention programme.
- Take special precautions during unusual periods of increased risk, such as building renovation.
- Make special arrangements to ensure the safety of library material when exhibited.
- Provide security copies of vital records such as collection inventories, and store these off-site.

PLAN, PREPAREDNESS, RESPONSE, RECOVERY

The IFLA Section on Disaster Preparedness and Preservation

by
Cristina Măkepastianu
of Jean I. Whiffin, 1995

- Protect computers and data through provision of uninterrupted power supply.
- Have comprehensive insurance for the library, its contents, the cost of salvage operations, and potential replacement, re-binding and restoration of damaged materials.

Phase 2: Preparedness

- *Getting ready to cope.*
 - Develop a written preparedness, response and recovery plan.
 - Keep the plan up-to-date, and test it.
 - Keep together supplies and equipment required in a disaster and maintain them.
 - Establish and train an in-house disaster response team.

Training in :

- Disaster response techniques.
- Identification, and marking on floor-plans and enclosures, of irreplaceable and important material for priority salvage.
 - Prepare and keep an up-to-date set of documentation including:
 - Building floor-plans, with locations of cut-off switches and valves.
 - Inventory of holdings, with priorities for salvage marked on floor-plans.
 - List of names, addresses, and home telephone numbers of personnel with emergency responsibilities.
 - List of names, addresses, and home telephone numbers of the in-house disaster response team.
 - List of names, addresses and home telephone numbers of trained conservators with experience in salvaging water-damaged materials, resource organizations, and other facilities able to offer support in the event of a disaster.
 - List of disaster control services, in-house supplies and equipment, and in any central store, including locations and names of contacts with home telephone numbers.
 - List of suppliers of services and sources of additional equipment and supplies, including names of contacts and home telephone numbers.
 - Arrangements made to access freezing facilities.

- Arrangements for funding emergency needs.
- Copies of insurance policies.
- Salvage procedures.

- Distribute the plan and documentation to appropriate locations on- and off-site.
- Institute procedures to notify appropriate people of the disaster and assemble them rapidly.

Phase 3: Response

- *When disaster strikes.*
 - Follow established emergency procedures for raising the alarm, evacuating personnel and making the disaster site safe.
 - Contact the leader of the disaster response team to direct and brief the trained salvage personnel.
 - When permission is given to re-enter the site, make a preliminary assessment of the extent of the damage, and the equipment, supplies and services required.
 - Stabilize the environment to prevent the growth of mould.
 - Photograph damaged materials for insurance claim purposes.
 - Set up an area for recording and packing material which requires freezing, and an area for air-drying slightly wet material and other minor treatment.
 - Transport water-damaged items to the nearest available freezing facility.

Phase 4: Recovery

- *Getting back to normal.*
 - Contact insurers.
 - Establish a programme to restore both the disaster site and the damaged materials to a stable and usable condition.
 - Determine priorities for restoration work and seek the advice of a conservator as to the best methods and options, and obtain cost estimates.
 - Develop a phased conservation programme where large quantities of material are involved.
 - Discard items not worth retaining, and replace or re-bind items not justifying special conservation treatment.
 - Clean and rehabilitate the disaster site.
 - Replace treated material in the refurbished site.
 - Analyse the disaster and improve the plan in the light of experience.

Be prepared for any type of disaster. Contact and consult other libraries and library associations to share information and experience, and with a view to regional co-operation. Take advantage of educational sessions, particularly disaster planning workshops and preparedness exercises. Seek expert advice and help from the preservation offices of national and large research libraries, members of the Standing Committee of the Section on Conservation of the IFLA, and the centres of the IFLA-PAC Programme.

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LOW-COST PRESERVATION STRATEGIES IN MOSCOW



Since the breakthrough of democracy in Russia, readership levels have increased considerably but State funds have drastically diminished. This has not prevented Galina Kislovskaya, Deputy Director of the Library for Foreign Literature in Moscow and President of the Preservation Division of the newly created Russian Library Association, from prescribing preservation as a routine activity.

The concept of preventive conservation had always been ardently advocated by the ex-Soviet Union, also latterly by the Russian librarian community. The mere fact that conservation standards focusing on preventive measures have been included among standards regulating library activities, is significant enough.

In real life however, the requirements specified by these standards have not always been met. The universal motto of preservation, which gives preference to preventive steps rather than remedial treatment, is wholly applied through existing preservation techniques in Russia, despite the tremendous practical difficulties which hinder its implementation.

In fact, nine federal libraries, including the Russian State Library, the Russian National Library, the Library of the Academy of Science in St. Petersburg and the Library for Foreign Literature have been at the core of preservation activities for some time. Thus, there is a long tradition of preventive conservation in the Library for Foreign Literature that can be illustrated by listing routine operations which are just part of the day to day activity of the staff.

The building and its site

To better understand the nature and reason of current preventive measures one needs an idea of the general physical condition of our library building. Constructed in 1967 and designed to house 4,3 million items, it is a four-storey construction intended for readers and staff, with a further eight floors of storage attached to the main building.

In this current period of profound change in Russia, these buildings have shown a high degree of flexibility by allowing reading and staff premises to be adapted to their new functions. This is an obvious construction merit. On the other hand, storage areas have become a constant cause for concern due to the basic lack of air-conditioning and the increasing volume of holdings housed since its construction.

The library's geographical location in the heart of Moscow, where pollution levels exceed accepted limits by 1.2-1.8 times, makes the absence of air-conditioning all the more alarming. Natural light - another cause of document deterioration - is difficult to regulate due to certain characteris-

tics of the original construction: rows of windows are situated on both sides of storage areas resulting in significant fluctuations in temperature and relative humidity in summer and winter.

Air-conditioning alternatives

Current economic constraints make the introduction of air-conditioning in our building totally unrealistic. Even minor investment to repair the poorly working compulsory ventilation system is postponed indefinitely. Consequently low-cost preventive preservation strategies have become an absolute priority. The following list is by no means exhaustive, but does show our attempts to safeguard holdings through preventive measures within the context of circumstances specific to our institution and country.

According to Russian conservation standards, compulsory or acceptable limits of temperature and relative humidity, are 18°-20°C, 55-5% respectively.

Staff from the Conservation Department regularly control the environment by using simple psychrometers and thermometers which are fixed to each floor of the storage areas. This enables them to check whether temperature and relative humidity parameters deviate from, or just meet the above-mentioned limits. In case of deviation, the internal climate is immediately regulated by means of a minor ventilation system. Reports monitoring environmental conditions are then submitted to the library authorities for further decision-making. Under normal circumstances, daily deviations are insignificant, except during the winter and summer, when outdoor temperature and humidity varies considerably. Consequently, staff working in the Conservation and Reader Service departments, and in storage areas, are on the alert.

Light

The exposure of collections to light is also strictly controlled. Although numerous windows let natural light enter storage areas, shelves are placed perpendicular to the walls in order to protect documents from direct exposure. Recently, the windows in the two upper levels and the Rare Book Department have been equipped with solar films to reduce damage from natural

light. The positioning of lights in storage areas have been made in full compliance with conservation standards, and whenever and wherever possible, sources of artificial light are switched off.

Proper maintenance and pest control

Dusting plays a vital role in the library's preventive conservation practices, although treating every items at least once a year has proved problematic.

In the past, cleaners used to cope with 5 million documents more or less satisfactorily. But current diminishing or even inexistant State funds have led to cuts in technical staff and forced the library to reconsider job descriptions for those working in all departments including storage. As a result, housekeeping activities have been added to existing responsibilities. However, the use of vacuum cleaners has increased productivity. Documents in leather bindings are dusted, cleaned and softened by Conservation Department staff who also make enclosures for the most valuable holdings.

To ensure that collections are not endangered by biological factors the Conservation Department carefully examines both documents and their premises: windowsills, radiators, radiator casings, skirtings, walls, floors, ceilings, equipment and furniture. Any problems are noted and reported to the library authorities for urgent measures to eliminate damage to be undertaken.

Thanks to the regular and consistent examination of documents, sources of infestation are eradicated quite easily and appropriate methods of disinfection adopted. Documents are exposed to steam for 4 hours, at a 80% RH and 70°C level. In rare cases where they are heavily damaged, the chamber is filled with formaldehyde steam.

It must be stressed that all materials acquired via donation or exchange programmes go through this disinfection process.

Handling and repairs

With continuous use, documents tend to deteriorate. Minor repairs can slow down this process provided they are performed in time. These tasks are carried out by junior librarians working in storage areas



A view of the building.



Whenever and wherever possible, sources of artificial light are switched off.

and the Reader Service. This allows more time for qualified restorers from the Conservation Department to devote their skill and experience to more vulnerable documents.

It is well known that deterioration caused by environmental factors is aggravated by existing handling practices in processing units and reading rooms. To ensure that staff are aware of safe handling procedures, the Conservation Department organizes training seminars in which particular attention is paid to the training of junior librarians and newcomers appointed to storage areas, the Reader Services, and the Interlibrary Loan Department.

These seminars focus on simple preventive handling measures such as correct carrying, inspection, shelving, processing, photocopying and displaying in exhibitions. Furthermore storage areas are regularly inspected to detect inappropriate handling techniques.

There is much to be done to educate users in this area of preservation, which up to now has been neglected. Ways to improve this now form part of our low-cost preservation strategy.

Galina Kislovskaya
Deputy Director General
Library for Foreign Literature, Moscow ■

A LOOK AT THE WORLD'S PRIORITIES

An Example of Lost Heritage: Rwanda

The theme of this Conference makes us aware of how dramatically alarming the situation of Rwanda is after the war, the genocide and the political killings that devastated it from 1990 to 94.

Two important points have to be mentioned: the consequences of the war, genocides and of the political killings, and the recovery plan.

Staff working in the National Archives are now dead or exiled. There is but one agent still at work. The National Archives are presently kept in a place where preservation conditions are not adequate.

The collections and equipment of the National Library have been destroyed on purpose because files from the Intelligence Service of the previous Government, which is guilty of genocide, were kept there.

"Each time an old man disappears, it is a whole library that vanishes"

More than fifty percent of the collections of the University Library in Ruhengeli Campus have been destroyed. There were only two University Libraries in the country.

The only Scientific and Technical Research Institute which had conducted important researches in different fields such as linguistics, musicology, traditional pharmacopoeia and which was particularly successful in computerisation, was plundered in 1994. Most of its documentation and equipment must be replaced.

The audio-visual and sound carriers of the Information Office of Rwanda have been burnt or stolen.

The National Museum of Rwanda has had to face important losses.

The conflict which lasted for four years provoked the death of aged people who were considered part of the cultural richness of Rwanda. In a country where oral tradition prevails, "each time an old man disappears, it is a whole library that vanishes".

Added to this, already before the genocide, the institutions in charge of the national memory had no legal or institutional support, it is understandable that Rwanda lacks appropriate equipment, institutional and legal structures, basic equipment, qualified staff and financial support.

The recovery plan

Safeguarding must be immediate. Each delay would cause irreparable loss of the historical heritage. Support from bilateral or international co-operation is indispensable in order to gather the possessions that are left.

International support should be applied to:

- legal expertise, laws, rules, status of archivists, information scientists, librarians; proposals for the institutional structure of the National Archives and Library;
- the repair or reconstruction of the buildings for the National Archives and Library (shelves, furniture, microfilm readers, vacuum cleaners, Xerox machines etc.);
- the training of national officials, internships in foreign countries or seminars on location;
- the establishment of a basic information centre;
- the creation of a professional association of archivists, information scientists, librarians and museum curators;
- the organization of training courses for archivists, information scientists, librarians, museum curators and the elaboration of a training programme;
- the repatriation of all the archives that are still abroad and the microfilming of Rwandan historical sources that can be found abroad.

Studies have been conducted for an assessment of the costs of this recovery plan. The expenses are considerable for a country which has already been ruined.

Rwanda intends to intensify its co-operation with the International Council of Archives (ICA), the BIEF (Banque Internationale d'Information des Etats Francophones) and with CENARBICA (ICA Regional Branch for Central Africa).

Rwanda plans to make a museum of the genocide and of the political massacres. It is a wish of the peoples of Rwanda as well as a resolution of Unesco's First International Conference on Culture of Peace, held in June 1995 in Sinaia, Rumania.

The following text is an impromptu speech by Jean Mukimbiri at MOW conference in Oslo. We thought it our duty to publish it for, over and above its political interest, it raises major preservation issues such as the necessity for libraries and archives to set up a disaster plan, the urge to preserve oral tradition in Africa and, on a more humanistic basis, the importance of a tangible heritage to help build a national identity and cohesion.

Memory of the World Follow-up

Many bodies have to be thanked for their support

I would like to express all my thanks to:

- Unesco, for its Action Plan for Rwanda (1996-97) and some tons of documents which will help us build up our memory.
- International Council on Archives and BIEF for their joint expertise.
- The Interregional Conference on Archival Development, in Tunis.
- CITRA, 31st International Conference of the Archives Round Table, in Washington.
- The Norwegian Commission for Unesco which has facilitated the presence of a delegate from Rwanda.

Rwanda country went through the worst atrocities we can recall. National reconciliation will not be effective unless Rwanda reconstructs its collective memory and prepares the memory of the future. Rwanda's delegate added in French:

« Or, la réconciliation nationale passe aussi par la reconstitution de la mémoire ; mémoire du foyer positif de la culture rwandaise, dont le trait définitoire est la culture de la paix, mémoire des causes profondes du génocide, qui sont exogènes, mémoire des causes contingentes de la guerre, du génocide et des massacres politiques, mémoire qui répare les unes et les autres, pour préparer l'avenir. Mémoire du futur donc comme aime à le dire et à l'écrire Federico Mayor, Directeur Général de l'Unesco, "la mémoire du génocide interpelle la conscience universelle" ».

The memory of Rwanda's genocide must become the concern of each and every one of us. That is why I am sure that you will be willing to bring the support and the co-operation of both your countries and institutions. This co-operation will be facilitated as English and French are now constitutionally two of the official languages of Rwanda.

The "Memory of the World" programme must cover each part of the world without any exception. "You are men and I believe that all that belongs to men is your concern."

Jean MUKIMBIRI
Director of Culture and Arts
President of Rwanda National
Commission for Unesco.
Ministry of University Education,
Scientific Research and Culture ■

Three PAC directors participated in the Unesco conference in Oslo last June, to discuss progress and define future actions for the "Memory of the World" programme.

The conference gathered more than 150 delegates from 65 countries, many of whom were from developing countries. The Norwegian National Commission for Unesco provided its generous support.

In addition to the already selected five pilot projects (see *IPN* #9, page 5) preservation has been extended to African movies, manuscripts from Northern countries, XIXth century press in Latin America and traditional music in China.

Guidelines prepared by Jan Lyall will be finalized. Then a pilot project will be initiated to test their effectiveness.

It was agreed that selection for listing on the MOW Register does not necessarily mean that a collection in question should be - or even need be - immediately preserved.

A significant outcome of the conference was a proclamation, which is to be used by the participants in order to assist them in gaining support in their own countries. The text reads as follows:

WHEREAS:

The documentary heritage which constitutes the recorded Memory of the World is unique, fragile and irreplaceable: in many places it faces immediate threat of loss;

the oral heritage of peoples often remains unrecorded and in danger of being forgotten;

the Memory of the World Programme expresses a compelling vision, transcending boundaries and linking peoples with the common purpose of preserving the collective memory of humankind;

the programme will be highly visible, prestigious and enduring;

the approaching millennium will focus popular attention on our documentary heritage as the basis of our understanding of the past and our vision for the future;

the new electronic media, while still a challenge for long-term preservation, offers the potential of disseminating our essential documentary heritage to the peoples of the world; and

the framework for the Memory of the World Programme has now been established;

THEREFORE be it resolved that:

The First International Memory of the World Conference, with 65 countries represented from all parts of the world, urges all countries to establish Memory of the World committees and to become active participants in this programme;

urges all concerned professionals to co-operate in establishing priorities and in developing projects for Memory of the World initiatives and in exploring innovative approaches to funding;

urges the international professional organizations to co-operate in developing the necessary international standards for the preservation of and equitable access to significant documentary heritage in all media;

urges UNESCO to encourage initiatives that will ensure that the Memory of the World Programme is perceived as exemplary and vital, conferring international recognition and distinction on projects of outstanding significance. ■

BOOK REVIEWS

***Proceedings of the Pan-African
Conference on the Preservation
and Conservation of Library
and Archival Materials,
Nairobi, Kenya: 21-25 June 1993.***

Jean-Marie Arnoult,
Virginie Kremp and Musila Musembi eds.
The Hague: IFLA Professional Reports,
N° 43, 1995. 211 pp.
ISBN 90-70916-51-7
ISSN 0168-1931

June of 1993 saw the fruition of a great effort to produce the first African-wide conference on conservation and preservation. Sixty librarians and archivists from twenty four African countries, and guests from other parts of the world, met in Nairobi, Kenya.

IFLA and the International Council on Archives (ICA) were the major organizations involved in this work undertaken for Unesco to study worldwide efforts at conservation and preservation. While seminars had been held in France and England in the past this was the first time a united effort had been accomplished in Africa.

Africans wanted an opportunity to discuss problems and solutions unique to their continent. "The state of library and archives programmes and facilities in any country is reflective of and consonant with the physical, economic, social and political well being of that nation". Above and beyond the condition of paper in the first place, Africans are fighting a great diversity of major problems such as high temperature and relative humidity, improper buildings, insufficiently trained staff, pests, lack of funds, and support in general. Africans admit the situations are often bleak and frustrating and they want our attention, support and help.

Diana Rosenberg of Moi University in Kenya is to be applauded for bringing home the essence of where to begin: housekeeping. She feels that her library contains very few "rare" books but that each and every item is "rare and valuable". Especially with African problems, "EVERYDAY care of library books should be given a special emphasis in any preservation measures taken to improve the physical handling that takes place each and every day as books circulate amongst the library users. It involves both actors and activities".

In a very practical, reasonable, and logical approach she discusses everyday care of materials that will result in furthering their longevity and reducing costs. This is care

that can be undertaken immediately, and routinely, whether other more detailed preservation procedures are in place or not. This is a refreshing and encouraging approach that proves procedures need not always be complicated and expensive.

As with other parts of the world, care of books is not the sort of information one comes in contact with in school. Everyone assumes that it is picked up as on-the-job training or knows how to handle material correctly, which is not necessarily the case. All staff need to be refreshed and/or reminded of care for books. And then the patrons do. Lists of suggested everyday practices are provided for this purpose.

Rosenberg demonstrates how an ounce of prevention can save a pound of cure. In Africa this can prove especially effective.

George MacKenzie of the Scottish Records Office, echoes Rosenberg's sentiments on prevention. His suggestions fall into three hierarchical categories: indirect preservation (everyday handling and care); direct preservation (conserving material) and substitution (surrogate and reformatted material). Expense is the bottom line.

Jonas Palm of Uppsala University in Sweden relates that non-book materials can offer even more problems because of the diversity of materials used. (It is interesting that he points out that with proper air-conditioning systems Africans can often control climatic problems better than other cooler countries that don't necessarily use them and also have to provide heat!)

Palm warns that wide environmental changes, from original owner to library or from library storage to usage areas, are hard on materials. Relative uniformity of climate is much preferred. Where the storage areas are located within the library also greatly affects this environmental stability of the material. An inner area where temperature and relative humidity can be more easily controlled with air-conditioning is conducive to promoting longevity of material life.

Michael Roper recommends the use of microfilming -by roll or fiche- as the most feasible method of preserving materials when funds are limited. He feels that "for most library and archival material, microforms still offer a tried and tested technology, which is cost-effective". A brief outline is presented as to what is involved in microfilming a document. (Other non-book articles tended to be more technical and less practical).

Believing as many do, that training in practical preservation is limited, Antoine Tendeng from Senegal proposed a course outline for training in conservation and preservation. It encompasses the theoretical WITH the practical and is geared toward management as well as the technical staff.

Disaster planning was urged by Jan Lyall of Canberra, Australia. Her table of risks and probabilities helps to visualize how likely certain disasters might be for a particular location. Lyall gives five steps to take us through the planning needed to prepare for and avert disasters. Failure should not, but can indeed, happen. The advice she presents on plan failures is as important as the creating of a plan in the first place. To be effective the plan must be understood and active.

A very positive sign of progress is the awareness of the need for co-operation, as stressed by Robert Kukubo of the National Archives and Records Services of Botswana. Although constraints, at times significant, are mentioned, the speech is mainly concerned with what has been done and CAN be done to further co-operation on a national, regional, and international level. Since 1983 different functions have provided opportunities for mutual aid. Given conditions on the African continent, the suggested potential areas for co-operation are sources of hope and promise for the future. Sharing knowledge, expertise, equipment, training, and facilities are ways to foster co-operation and progress.

Can the governments be persuaded of the importance of preserving the documents of their national cultures in the face of so many pressing odds? Likewise, can the average user (child or adult) of the library be made more aware of the importance of libraries and the historical and cultural materials housed therein for the enrichment of their personal lives? And will each feed off the energy and wisdom of the other?

Time and again prevention was seen as the better option to cure. Co-operation within the continent and support (psychologically and concretely) from the rest of the world can improve the quality of preservation and conservation of all the materials of Africa. The co-operation needed for this conference to succeed was not a small step but a giant leap.

**Reviewed by Ann Faris
Library student, USA ■**

Editor's note: this text was given to us by Susan Swartzburg who passed away on October 15th, 1996. PAC staff have been deeply affected by the news.

**Disaster Control Planning for Libraries,
Archives and Electronic Data
Processing Centres in Africa**

Bunmi Alegbeleye. Ibadan: Options Book and Information Services, 1993. 107 pp. ISBN 978-32023-4-0

Dr. Alegbeleye is a teacher at the University of Ibadan. When IFLA and ICA directors met in Dakar last



February to set up the JICPA (IFLA/ICA Joint Committee for Preservation in Africa), he was appointed coordinator of professional activities. Let one be reminded that the creation of the JICPA came as the result of the resolutions made at the Pan-African

conference that PAC organized in Nairobi, June 1993.

It is based on a survey conducted in university libraries in Nigeria in order to chart the frequency and the types of disasters which are the most common.

The book addresses specific African issues found in institutions that house mainly reports, memos, etc. as opposed to books. As stated in the title, it is also profitable for computer centres.

It begins with a review of the lack of books in Africa that are all the more valuable because of their scarcity and the country's extremely limited budgets. The ignorance of librarians is one of the causes of neglect in preserving books. This could easily be overcome thanks to inexpensive conservation measures.

In Africa disasters can be divided into two kinds: firstly, those related to meteorological causes. Heavy rains are indeed the most common cause and the author recommends the co-operation of national meteorological departments that predict floods (usually following heavy rainfall) by collecting and analysing data. There is plenty of information on national policies making earthquake prevention.

The second cause of destruction is arson, be it politically motivated or criminal. Little can be done to prevent fire lit purposely in order to destroy proofs of frauds or to manipulate information (more frequent in electronic centres).

Alegbeleye suggests putting sand buckets in strategic places in order to extinguish small fires if a library cannot afford an automatic fire extinction system. But this does not prevent him from giving an exhaustive description of fire extinguishing methods and recommending their use.

All the procedures to prevent potential disasters are listed, together with check lists and basic recovery strategies for the most common types of documents (paper-based, audio-visual or electronic). A "where to turn for more assistance" chapter gives a bibliography of advisory documents and a list of contactable services.

Only a native could have such deep insight into African ways, which is why the usual information from Anglo-Saxon and European countries is of lesser use to African institutions. For example, who else would advise checking whether a dead squirrel is not obstructing a corrugated iron roof drain? On reading Dr. Alegbeleye, one has the feeling that although disaster planning is part of preservation programmes in developed institutions, introducing disaster prevention could be a way to trigger consciousness of preservation issues in Africa.

**Disaster Preparedness
Guidelines for Archives and Libraries**

The Society of Archivists (Scottish Region), 1996

Order from: Registered Office
Information House, 20-24 Old Street
London EC 1V 9AP, U.K.

These guidelines are divided into four sections: Prevention (14 pages), Preparedness (13 pages), Reaction (12 pages), Recovery (6 pages) and the following appendices:

- Methods of stabilizing wet material
- Methods of drying material
- Disaster control equipment
- Disaster reaction and recovery services
- Contracts relating to recovery
- Emergency contact list
- Damage records list (sample)
- Bibliography.

Usually disaster plans outline the main points to be considered. Here we have a kind of check list. No details are omitted. Incidental remarks are indented and put in italics. The sum total is a set of loose sheets of different colours according to sections and appendices.

Appendix B (Methods of drying materials) is quite complete and specifies what drying methods should be applied to what kind of material. The pros and cons are indicated, 'easy-to-forget-things' to bear in mind are listed, and very strict indications, such as appropriate environmental conditions to be maintained in drying spaces, are given.

Appendix C lists all the basic equipment needed (do not forget wellingtons that "fit if possible"!).

Reviewed by **Virginie Kremp**,
Programme Officer
PAC International Centre ■

**Redefining Disasters:
a decade of counter-disaster planning,
Proceedings
Wednesday 20-Friday 22 September 1995**

Compiled by Alan Howell, Heather Mansell and Marion Roubos-Bennett.
Sidney: The State Library of New South Wales, 1996. 260 pp.
Soft cover on acid-free paper.
ISBN 0-7310-6602-2. A\$95

Generally, the feeling is that one should not talk so much about "counter-disaster



planning" but about the "management of disasters". This places disaster planning in the main stream of an institution's administrative framework and removes it from the hands of the experts. It also implies positive action.

One aspect of managing disasters is to insist on good structures during the planning and subsequent building stages. Also it is possible to buy professional help during the planning stage.

However, it is still within every institution's reach to have a counter-disaster plan in place and to keep it up to date. Various studies confirmed that fire is a greater risk in libraries than is usually thought. John MacIntyre presents the stainless steel pipe sprinkler that the National Library of Scotland has decided upon after dirty water streamed through the first test pipes.

Discussions stress the need for local, state, regional, national and even international co-operation. The safety of personnel and their mental well-being must not be overlooked. Jeanous Baillie from the State Library of Victoria points out that people often tend to act on presumption, be it true or false, and may be very loath to change their course of action in response to new information.

Technical issues are also discussed. Freeze-drying does not happen to be the panacea for all types of materials, but it can be a very effective method. Mark Fisher, BMS Catastrophe, relates that the materials should not be wrapped in plastic, as this slows down the whole drying process.

Heather Mansell
Preservation Consultant
State Library of NSW, Australia ■

Emergency Management and Recovery Plan

Order from:

Museums Association of the Caribbean
P.O. Box 112, Bridgetown, Barbados W.I.

The document is loosely bound so that copies can be made. It also allows one to make as many revisions as necessary (after practice sessions) until institutions have created their tailor-made plans. The introduction indicates that "this plan will be reviewed and updated every year [...]. Each member of staff will read [it] upon being hired and thereafter after each annual update. [...] This plan should be tested at least once a year." Staff observations and detections should also be reported.

Its procedures against earthquakes, hurricanes, violent storms and tidal waves are interesting.

ON THE NET

- **Library Preservation Management Training Program** by Wendy Smith as part of her award of an IFLA Robert Vosper Fellowship for 1992-93 and presented by the National Library of Australia. It is based on material developed for training workshops held in Thailand and Vietnam from 1992-94.

The author has adopted it to a distance learning programme relevant for library and archive institutions alike.

The method is unusual and promises to be effective: questioning instead of "instant" remedies. It is divided into 18 chapters containing a didactic section, a questionnaire about the institution one is working in so as to have students develop their own assessment of preservation needs. Then there is a revision section that consists of questions and activities concerning the didactic component.

It includes a commented bibliography and glossary and will be updated regularly at <http://www.nla.gov.au/3/npo/learning/>

- The papers of the NPO's (**National Library of Australia**) annual Conference, *Multimedia Preservation - Capturing the Rainbow, Brisbane, 28-30 November 1995* are available at <http://www.nla.gov.au/3/npo/conf/conf95.html>.

- The **National Diet Library Newsletter** is issued quarterly by the International Cooperation Division, Library Cooperation Department. Issue #100 of last August is full of interesting and detailed preservation news. Parts of it are available at:
URL=<http://www.ndl.go.jp>

- **EPIC on WWW**

<http://www.library.knaw.nl/epic/ecpatex/welcome.htm>

EPIC is the name of the European Preservation Information Centre's WWW site of the European Commission on Preservation and Access. EPIC has been created to provide access to all information on preservation issues for those concerned with the preservation of Europe's documentary heritage. These are primarily paper-based materials, but also include sound, film, photographic and digital archives.

EPIC includes an introduction to the ECPA, its aims and activities and founding members, a news section with announcements, a calendar, conference summaries and the current contents of some of the ten most relevant journals, a publication list and a list of institutes and organizations working in the preservation field with a short introduction.

Anyone with an e-mail address can join the discussion list. Just send a one line note: subscribe EPIC-LST and your name to: listserv@nic.surfnet.nl

Preservation Activities in Canada: A Unifying Theme in a Decentralized Country.

Karen Turko, Head of Preservation Services, University of Toronto Library.
Washington: The Commission on Preservation and Access, February 1996. ISBN 1-887334-47-5

This 16-page publication lists preservation approaches by numerous federal, provincial, local bodies and also decentralized initiatives in Canada. The National Library has been very active in promoting the use of permanent paper by lobbying Canadian publishers since 1980. Efforts were rewarded as in 1992 the Federal Government decided to print all information and historical documents on alkaline paper.

Many projects are co-operative and focus on particular formats and issues, such as the Task Force on Preservation and Enhanced Use of Canada's Audio-Visual Heritage. These projects were organized and led by the National Archives which not only gathered archivists, librarians, and curators but also broadcasters, distributors and users.

Preserving our Documentary Heritage The Case for Permanent Paper

Prepared for the IFLA Section on Conservation by Robert W. Frase with the assistance of Jean I. Whiffin, 1996

Naturally the brochure paper meets ISO 9706:1994 requirements. It is intended for paper manufacturers and distributors, printers and publishers, among whom few are aware of the acidity issue and the cost of permanent paper.

Preservation Challenges in a Changing Political Climate. A Report from Russia.

Prepared by Galina Kislovskaya.
Washington:
The Commission on Preservation and Access, September 1996.
ISBN 1-887334-51-3 20 pp.

This is an enlightening introduction to the impact of past and current politics on preservation.



The Soviet regime developed a policy of creating libraries in order to promote its cause. As far as preservation is concerned, much of what had been undertaken was done thanks to the sole initiative of librarians. However this was not enough to prevent increasing deterioration.

Once again "preservation is considered as a separate unit within a conservation department". Raising awareness is the key and policies must be developed. Today, Russian libraries have to face a different environment and should strive to face the challenge of the growing free access to information.

Preservation of Library Materials in South East Asia

Wendy Smith, Canberra:
Australian Library and Information Association, 1996. 45p.
ISSN 1326-026X
A\$20 for non ALIA members.

Order from:
ALIA House, 9-11 Napier Close
Deakin, Canberra, ACT 2600, Australia
Phone: (06) 285 1877
Fax: (06) 282 2249
E-mail: enquiry@alia.org.au

In her preface the author writes, "This is my version of the Preservation Management Workshops sponsored by the Asia Pacific Special Interest Group of the Australian Library and Information Association held in Southeast Asia during the period 1992-94."

Wendy Smith coordinated all four courses held at the National Library of Thailand and the National Library of Vietnam and shows that follow-up activities are necessary in order to impress preservation principles on delegates.

**Reviewed by Virginie Kremp,
Programme Officer
PAC International Centre ■**

Preservation Management, Policies and Practices in British Libraries

John Feather, Graham Matthews and Paul Eden.

Aldershot: Gower Publishing, 1996.
192 pp. ISBN 0-566-07622-5 £.40.00Order from: Gower Publishing,
Croft Road, Aldershot
Hampshire GU 11 3 BR
United Kingdom

With so many conservation-related events that fill the columns of specialized literature, one tends to forget that twelve years ago, mere awareness raising activities were still scarce. A lot of effort has been put in by a few librarians to disseminate the concept of preservation. What we take for granted now, namely seminars, training courses and topical literature - although those who put these projects into practice do indeed know how difficult it is to raise funds for their effective implementation - is the result of much thinking and energy.

This book, by three scholars of Library and Information Studies at Loughborough University in the U.K., looks back to the beginning of preservation before it became a rather common concept in Great Britain. The authors aim to report on preservation management practices in public, academic and specialist libraries in the country after conducting a survey in 600 libraries. More than 70 % of answers were returned which gives a fair view of the situation.

The main feeling is that since the establishment of the National Preservation Office in the British Library in response to the Ratcliffe/Patterson report, preservation awareness has certainly increased, thanks to the NPO's tireless campaign. Yet has it really gone beyond this initial stage? The authors can only give a reserved answer.

Lack of funds hinders preservation management. Decreasing budgets cannot really take expensive preservation procedures into account and money is mainly devoted to stock acquisition.

The feeling pervading in the majority of public and academic libraries is that stock is to be used rather than protected. Preservation is thought to be addressed to spe-

cial collections. Paper-based material is considered the most pressing problem which shows a lack of knowledge of preservation issues. Most important of all is an inherent misunderstanding about the terms "preservation" and "conservation".

This matter of terminology is a crucial one. For this reason a paragraph is devoted to definitions. The words have indeed an influence on "the perception of preservation by practitioners that differs from the formal definitions offered by academics and researchers". Incidentally, the matter is even more complicated when they are translated into foreign languages and supposed to convey a meaning whose purpose is to entail practical procedures.

Thus the authors decided to include definitions taken from international sources, including IFLA's *Principles for the Preservation and Conservation of Library Materials* (1) and NPO's *Glossary*. This helps the authors formulate their own definitions which set the basis of their questionnaire and serve to analyse the answers.

There may be another reason for misunderstanding. Apart from the British Library and a few major patrimonial libraries, libraries in Britain and the world over usually cannot afford to appoint dedicated staff to supervise preservation needs and set up procedures.

So, wording is far ahead what is being undertaken and it does not stick to reality. As a result, much less is done than what could be expected. The authors were surprised that so few surveys have been conducted in the country with regard to the necessity of settling preservation policies.

Disaster planning is another significant example: only 29% of libraries in Britain have developed such a policy despite pressure from many official bodies. There is a discrepancy between the awareness of the need for disaster plans and their actual implementation. Moreover, only 10% of British libraries have a written preservation policy.

On the other hand, national co-operative undertakings have been very effective. "Newsplan" has been successful in making public librarians aware of preserving newspapers, and microfilming co-operation is well established.

The book does not only provide a minute and meticulous analysis of the behaviour and attitude of librarians with regard to preservation, it also raises several crucial points for tomorrow's issues and gives guidelines for library managers to direct preservation.

Preservation of Library and Archival Materials: A Manual.

Sherelyn Ogden ed.

Andover, Mss.: Northeast Documentation
Conservation Centre, 1994.

ISBN 0-9634685-1-0.

US\$40 plus shipping and handling.

Address in the U.S.
Northeast Documentation
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This manual is presented in the form of 46 technical leaflets that are kept in a loose-leaf binder so as to allow revised information to be included. It makes the document very handy to be consulted and updated. This is indeed the expanded version of the 1992 manual with 11 new leaflets.

The chapters are: planning and prioritizing, environment, emergency management, storage and handling, reformatting and conservation procedures.

Although sources about suppliers and services are focused in the USA, the publication addresses any institution around the world and can be regarded as a reference aid. Standards are duly referred to as reliable sources that provide a framework for preservation procedures but moderate opinions on them are also included. Low-cost alternatives to be adopted by low-funded institutions are never omitted. The text can be praised for its accuracy as recent results from studies undertaken by research bodies in the United States are included. It is a very accessible and informative reading for non-specialists and a useful consultation for conservationists.

(1) PAC is presently reviewing this 1986 document and has considered these definitions so as to make them understood by librarians the world over. As a matter of fact, the word "restoration" is usually headed in English by conservation and it is almost never used; a "conservator" is a preservation manager or a technician appointed in a workshop to mend books or he is both, whereas in Latin-derived languages, a "conservateur" is a librarian. The person in charge of conservation does not have a definite name. A "restaurateur" is the skilled practitioner who repairs books. As a matter of fact, there are many more conservators (first meaning) or conservationists in Anglo-Saxon countries than in others where restorers are still the norm.

PAC NEWS

DIRECTORS' MEETING IN BEIJING

25 August 1996.

Marie-Thérèse Varlamoff, Jan Lyall, Ramón Sanchez and Takao Shimamura were present. Diane Kresh was represented by Chandru Shahani. The Regional Centre in Leipzig was not represented.

The progress of the main projects carried out since the last meeting in Istanbul was discussed and is reported on below.

Safeguarding of photographic collections

The project developed by the International Centre on the safeguarding of photographic collections is being carried out on a first basis by the Regional Centre of Caracas.

The Centre designed a questionnaire and analysed answers. Then a three day Round Table gathering different custodians of photographic collections from Venezuela, Puerto Rico, Peru, Chile, Cuba, Brazil and Argentina was organized in Rio in November 1996, with support from Unesco. Participants collected as much information as possible on photographic collections in Latin America, and on their conditions and access. Current cataloguing rules were examined in view of selecting the most adaptable one. The best types of enclosures were identified. Lastly, basic publications on the conservation of photographs were listed so as to select those to be translated into Spanish. (More feedback in *IPN* next issue, July 97).

"Principles"

The revision of the *Principles for the Preservation and Conservation of Library Materials* is well under way. The PAC International Centre in Paris collected comments from foreign colleagues. Then comments were inserted into the 1986 text for close analysis by a panel of experts during two workshops held in Paris last spring. Important changes and additions were made:

- the new version would be entirely rewritten into a simpler and more forceful English;
- the contents would be restructured in order to respect the chronology of preservation priorities;
- complementary paragraphs would be added;



Takao Shimamura, Jan Lyall and Marie-Thérèse Varlamoff.

- new chapters of text concerning mainly audio-visual and new carriers would be added;
- new annexes would be inserted (glossary, bibliography, standards, etc).

PAC has approached the Commission on Preservation and Access for a joint publishing work. The new version should be issued by the end of 1997.

JICPA

The newly created JICPA (IFLA/ICA Joint Committee for Preservation in Africa) must be supported. Stress must be laid on raising awareness so that conservation expenses can be taken into account in the libraries' budget.

Creation of new Regional Centres

Since the fall of communism, the eastern part of Europe has needed better coverage. The creation of a PAC Regional Centre in the region is being studied carefully. Proposals for the appointment of a host library will be submitted to the IFLA Executive Board's meeting in the Hague.

In the same manner, new centres would be very welcome in Asia, due to the very specialized materials held by some libraries and the linguistic diversity in this part of the world. Indeed, the Regional Centres in Tokyo and Canberra have to cover a huge and multi-faceted area of the world and are already very busy in surmounting these tasks. The matter has to be thought through thoroughly.

From the Regional Centres

PAC Home Page on IFLANET:

<http://www.nlc.bnc.ca/ifla/VI/5/pac.htm>

Home Page of the Preservation Directorate at the Library of Congress

Now accessible on the WWW using the following URL:
<http://loc.gov/preserv/preserve.html>

or through the Library of Congress Home page:
<http://marvel.loc.gov>.

Activities, announcements, new products and publications are updated regularly.

Preservation Plan

The PAC Regional Centre in Tokyo is preparing a preservation plan based on the international co-operation project of the Japan Foundation Asia Centre. In view of the project, the National Diet Library sent specialists to the State Central Library of Mongolia to investigate the current conditions of preservation at the Library. (The detailed report with preservation assessment can be found in the *National Diet Library Newsletter*, #100, August 1996).

10th Anniversary

In order to celebrate the 10th year anniversary of the Regional Centre in Tokyo, a large-scale international symposium was organized in November. The theme was particularly relevant to the region: Preparation of the preservation environment and protection from harsh climates and disasters.

No Annual Course at Caracas

Due to lack of funds, the annual course given by the centre was cancelled. Financial support is being sought.

Translations into Spanish

The Regional Centre in Caracas translated the following articles into Spanish. Some of them will

FOOD FOR THOUGHT

This new heading in IPN consists of contributions from the PAC Regional Centres. It intends to make recent and noteworthy initiatives developed by libraries known to as many people as possible and to induce them to put new ideas into practice.

be included in the next issues of *Conservaplan*, others will be available at the Documentation Centre.

Titles of articles.

1. *Storage Furniture: A Brief Review of Current Options*. Northeast Documentation Conservation Centre, p. 5.
2. *Descriptif des différentes techniques de lamination*. F. Flieder, F. Leclerc et S. Bonnassies.
3. *La lamination des papiers*. F. Flieder, F. Leclerc et S. Bonnassies.
4. *More than Easy Environmental Monitoring Datalogger*. M. Bardford, "Abbey Newsletter", Nov. 1991, v. 15, #7, p. 108. 2 pp.
5. *Environmental Monitoring Just Got Easier*. M. Bardford, "Abbey Newsletter", Oct. 1991, v. 15, #6, p. 92. 1p.
6. *An Introduction to Plastics and Rubbers in Collections*. Sharon Blank. IIC. Studies in Conservation. 16 pp.
7. *Controlling your Library Environment*. The British Library. NPO.

AusHERITAGE

It is a new Australian cultural heritage network which aims to export Australia's heritage goods and services to the Asia-Pacific region. A wide range of activities is represented. These include: architecture, engineering, archaeology, art and materials conservation, education and various trades. A national database of the abilities and experience of individuals working in the cultural heritage area is being compiled.

A number of preservation pilot projects have been funded. Of particular interest are workshops carried out in the Philippines concerning the preservation of audio-visual materials. A significant result from these workshops was the establishment of the South East Asian and Pacific Association of Audio-Visual Archives (SEAPAA-VA). ■

RAISING AWARENESS ACTIVITIES

Take care of the things you value

The Preservation Directorate of the Library of Congress held its first preservation interactive exhibition during the Library's celebration of National Library Week in April, 1996.

The public was invited to learn about preserving their family treasures, such as photographs and letters. Staff demonstrated how to construct and use different types of enclosures and boxes to store materials, how repairs and surface cleaning are done on paper, how to do gold tooling, and answered a myriad of questions.

There were five presentations by members of staff and one well known photographic conservator on the storage, cleaning and handling of papers, books, photographs, magnetic media and films.

There were seven demonstration tables with educational material on preservation and conservation issues as well as samples of acid-free paper and boards, cotton gloves, pH pens, boxes and enclosures that were given to workshop participants. The participants were delighted to have the opportunity to see some of this material for the first time.

In addition, handouts were prepared with information on each one of the presentation topics as well as several additional ones.

- About the Preservation Directorate - Taking Care of the Things You Value.
- Preservation Bibliography.
- Care, Handling and Storage of Books.
- Leather Dressing.
- Preserving Works on Paper: Manuscripts, Drawings, Prints, Posters, Maps, Documents.
- Guide to Preservation Matting and Framing.
- Care of your Photographic Collections.
- Record and Tape Care in a Nutshell.
- Preservation Photocopying.
- Emergency Drying Procedures for Water Damaged Collections.

- Library Binding Institute Members.

These handouts are now available upon request from the Preservation Directorate.

Moreover, Preservation Directorate staff continue to develop and implement teaching strategies for the Care and Handling of Collections and Emergency Preparedness for the Library's staff.

Typical damage and conservation methods exhibited in Ljubljana

An exhibition that took place at the Museum of Modern History in Ljubljana aimed at calling the attention of the public to systematically and continuously preserve Slovenia's heritage. Thus thirty items were displayed, representing various kinds of materials on paper and parchment, their damage and the possible conservation techniques.

Four rooms were dedicated to the different kinds of damage. Room one showed mechanical deteriorations on archival samples and books and items awaiting expert intervention. Room two exhibited deteriorated bound documents, book blocks and their mendings. Room three presented the reviving of impaired parchments, seals, feudal degrees and large-sized items. In the last room, 150 year old materials, such as photographs, written records, ect. were shown.

More than 1600 visitors were registered.

Workshops at the PAC Regional Centre for Latin America and the Caribbean

In order to raise awareness among staff of the Library and among the public on the characteristics of some materials used in conservation, the Regional Centre set up two workshops. One was aimed at all Library staff on Marbled Paper Making and Decorative Cases Making and the other to staff at the Exchange and Donations Divisions about the handling and care of materials. Both workshops received a most enthusiastic response.

Continuous education courses to conservation staff at the Bibliothèque nationale de France (BnF)

The "Direction des Services de Conservation" has launched an annual course on paper aimed at art technicians (specialized conservation staff). Once a month, they attend lectures by scholars and professionals in the paper industry. Short courses on the making of Japanese paper are planned, in collaboration with the Japanese Association in Paris. Delegates will be introduced to microscope identification of fibers by the scientific staff of the newly opened Technical Centre of the BnF at Marne-la-Vallée. At the end of the year, each delegate will be asked to give a personal report on the course to other participants.

Another initiative has been developed by the BnF since 1995. New staff, such as warehouse men and librarians are required to attend a one day session on preventive conservation procedures.

POLICY FOR SUPPLIES

In the past, divisions of the Library of Congress bought whatever they wanted or needed to protect and archive documents without any regard to the preservation quality of the material.

The Preservation Directorate has then set up the Preservation Supply Programme as an important component in the Preservation Directorate's initiative to offer comprehensive services to the various divisions of the Library. During the annual preservation selection process, the divisions will select collections for which housing supplies are needed, and staff from the Directorate will assist in identifying appropriate supplies.

The catalogue is divided into six sections according to the material: Paper Stock, Card Stock, Board Stock, Mat Board, Polyester and Corrugated Board Stock. Information is provided on possible uses and commonly used or available sizes of listed products. Advice is given on decision making processes for housing paper and photographic materials; there are issues to be considered for photographic materials, and guidelines for the preservation of microfilm. Products must meet the Library of Congress specifications that guarantee the permanent and durable qualities and construction that are necessary for long-term storage.

The catalogue will be available in electronic format at the Preservation Directorate's Home page on the WWW in the near future.

CONSERVATION CENTRE PROJECT

The National Library of Sri Lanka and the Local Government Institutions launched this project in order to establish and develop conservation activities in libraries, encourage staff in the conservation and preservation of library materials and raise awareness throughout the island. Forty-nine conservation units have been set up within the main libraries in the country. The centres are supplied with equipment provided by the National Library which also organizes two week training courses. (Source: *National Diet Library Newsletter*, #100, August 1996.)

DIRECTORY

APOYO (Ann Seibert and Amparo Torres from the Library of Congress) co-operated with ICCROM in the printing and distribution of a "Directory of Individuals and Institutions Involved in the Conservation of the Cultural Patrimony of the Americas".

ANNOUNCEMENT

Doctorate degree theme: Disintegration of a heritage ?

The thousands of books in Britain's country houses are as

important a part of the national heritage as the paintings and furniture, but owners generally have no clear policy on the management of the collections. They are threatened by the changes in ownership and use of the country houses which are part of the national heritage. A review of the library collections in Britain's 1,300 historic houses and castles is now to be undertaken by Peter Reid, a Research Student in the School of Information and Media at the Robert Gordon University, Aberdeen.

Mr. Reid has been awarded a State Studentship by the Department of Education and Employment to enable him to spend the next three years working towards a Doctorate whilst producing a framework for a national heritage policy for these libraries. The policy is expected to cover cataloguing of collections, arrangement, access, conservation, preservation and restoration.

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COURSES AT THE

Centre for Photographic Conservation

7th - 11th April 1997 Rediscovering Historic Photographic Processes.

A five day course providing the opportunity to experience and develop an understanding and the manipulative skills needed to produce historic photographic processes including the photogenic drawing, calotype, salted paper print, cyanotype and the albumen print.

7th April - 23rd May 1997 The Preservation and Conservation of Photographic Materials.

A seven week Certificated course for experienced conservators and conservation students aimed at introducing theory and practical skills in the preservation and conservation of photographic images. Throughout the course participants will produce reference images and study materials which complement the course notes and documentation.

14th - 16th April 1997 The Preservation and Conservation of Photographic Materials (Theory).

A three day course covering the identification, causes of degradation, handling and storage of photographic materials: aimed specifically for those with the care and responsibility for photographic collections: keepers, curators, librarians, archivists et al.

17th - 18th April 1997 Preservation of Colour Photographic Materials.

This two day course for curators, conservators, slide librarians and photographers, will look at all the factors affecting the stability, preservation, treatment and storage of these extremely problematic materials.

21st - 23rd April 1997 The Identification of Photographic Processes.

An in-depth examination of the process and material characteristics necessary for the identification of historic photographic processes. A unique opportunity to undertake a comparative study of original images from the history of photograph, 1835 to the present day.

24th - 25th April 1997 Preservation of Photographic Negatives: Glass, Nitrate, Acetate and other sheet and roll film systems.

This two day course for curators, conservators, slide librarians and photographers, will focus upon the identification of photographic negative materials and the specific care and storage needs of this diverse material. ■

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