



# IFLA CORE ACTIVITY ON PRESERVATION AND CONSERVATION (PAC)

## ANNUAL REPORT 2004

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### A – REORGANISATION AND MANAGEMENT

#### 1. *Advisory Board*

Members of Advisory Board are :

**Sissel Nilsen**, Chair, National Library of Norway, member of IFLA Governing Board

**Jan Fullerton**, National Library of Australia

**Renée Herbouze**, National Library of France

**Deanna Marcum**, Library of Congress, USA

**John McIlwaine**, Former Chair Section PAC, London, UK

**Jianzhong Wu**, Library of Shanghai, China

And a new member : **Ellen Namilha**, National Library and Archives Services, Namibia

#### 2. *PAC Regional Centres*

Six new Regional Centres were created in 2004, which doubles the number of PAC Regional Centres.

New centres are :

##### - **Latin America**

- National Library of Brasil, Rio de Janeiro, Dr: **Celia Zaher**, responsible for Brazil, Bolivia, Paraguay and Uruguay.

- National Library of Chile, Santiago, Dr: **Ximena Cruzat**, responsible for Chile ,Argentina, Ecuador and Peru.

##### - **Caribbean**

- National Library of Trinidad & Tobago, Port of Spain, Dr: **Patricia Zephyrine**, responsible for English speaking Caribbean islands.

##### - **China**

- National Library of China, Beijing, Dr: **Chen Li**, responsible for China.

##### - **Africa**

- University Library of Cape Town, South Africa, Dr: **Johannes Maree**, responsible for the southern African Region : South Africa, Botswana, Namibia, Lesotho, Swaziland, Zimbabwe, Mozambique, Angola, Zambia and Malawi, including Tanzania, Uganda and Kenya.

- National Library of Benin, Porto Novo, Dr: **Francis Zogo**, responsible for French speaking Africa

#### 3. *New PAC directors*

- USA: **Diane van der Reyden** succeeded Mark Roosa

- Venezuela: **Orietta Palenzuela Ruiz** succeeded Aurelio Alvarez

- Japan: **Masaki Nasu** succeeded Takao Murayama

- Russia: **Natasha Goncharuk** succeeded Galina Kislovskaya

The nomination of 4 new PAC directors and the creation of 6 new PAC Centres completely renew PAC Direction. Out of 12 directors, 10 were nominated in 2004.

#### **4. Joint meeting of PAC Advisory Board and PAC Directors**

For the first time we took the initiative of a joint meeting gathering both Advisory Board members and PAC Directors in Buenos Aires, August 24, 2004 (cf minutes of the meeting in annex). All Advisory Board members were present. Some PAC directors could not attend (Venezuela, USA, Russia, China) but were represented. The presence of PAC directors is difficult to obtain, but they are all asked to send a report.

Among the themes discussed:

- budget and funding
- evaluation of core activities: most activities of the strategic plan have been done in 2004 or are on-going. PAC evaluation will be made in 2005
- creation of 6 new PAC Centres
- brief reports from the Centres
- publications, translations and distribution of IPN
- training: seminars and workshops (past and future)
- JICPA (Joint ICA/IFLA Committee for Preservation in Africa).

Main decision concerned the organisation of a PAC Directors meeting in Paris during Winter 2005 and the publication in 2006 of a basic manual on disaster planning.

S. Nilsen announced her retirement in December 2004 but will keep up her involvement in IFLA Governing Board until Oslo 2005.

M.-T. Varlamoff will retire in March 2006.

Once again M.-T. Varlamoff underlined the fact that the centres were not communicating enough and she asked for more involvement in writing articles. She stressed the fact that translations were indispensable in order to reach a greater number of colleagues.

The organisation of workshops and seminars is also a priority to raise awareness on preservation issues. Emphasis was also put on disaster preparedness and preventive measures, with a focus on Blue Shield activities.

## **B- ACTIVITIES**

### **1. Publications**

- IPN (International Preservation News) = PAC Newsletter
  - ◆ IPN 32 published in May 2004 – Print run: 3 500
  - ◆ IPN 33 published in September 2004 – Print run: 3 500
  - ◆ IPN 34 editing ready in December 2004 for publication and distribution in January 2005– Print run: 3 500

Due to lack of staff at the BnF printing office, IPN 33 was printed outside and PAC had to pay for the expenses on its Bank account, an account usually restricted to implement for specific projects. This cannot be a solution for the future.

As had been done last year PAC Paris went on distributing IPN and IPI to Latin America. It is expected that with the creation of the new centres, those will be able to take over.

- IPI (International Preservation Issues)
  - ◆ IPI 5 “Care, Handling and Storage of Photographs” updated by Mark Roosa (Washington) and published by PAC Paris in 2004 - English, French (translation Corine Koch) and Spanish version (translation Amparo de Torres) - Print run : 1 000
- Articles  
Besides articles for IPN written by PAC directors and on behalf of PAC regional centres, an article for *Alexandria* was written by PAC director on the necessity of implementing disaster plans : publication is expected in March 2005.
- Conference papers  
PAC Director presented a number of papers to advocate the Blue Shield :

- Trinidad : \* *Networking for a Better Response to Disasters : IFLA PAC & Blue Shield*
- Buenos Aires : \* *Safeguarding our Documentary Heritage : Do National Libraries Have a Disaster Plan ?*
- Helsinki : \* *Safeguarding our Global Memory through Co-operation and Networks : the Role and Commitment of IFLA -PAC.*
- Brussels : \* *The Role of ICBS Regarding the Protection of Cultural Property in the Event of Armed Conflict.*
- Santiago: \* *ABINIA-IFLA/PAC : una cooperación ejemplar para salvaguardar al patrimonio latino americano*  
\* *El Escudo Azul.*

## 2. **Mailing activity**

PAC Paris distributed IPN to the various Regional Centres

Canberra	800 x 3 = 2 400 copies
Caracas	80 x 3 = 240
Moscow	200 x 3 = 600
Paris	850 x 3 = 2 550
Tokyo	450 x 3 = 1 350
Washington	450 x 3 = 1 350
Rio	20 copies
Santiago	20
Trinidad	20

and IPI 5 500 copies

Due to lack of resources the Regional centre in Caracas could not afford to send IPN to its mailing list. The work was taken over by the Paris Centre. We expect that in 2005 the newly created Centres (Rio, Santiago and Trinidad) will have updated their mailing lists and will be able to help Caracas distribute IPN in the Latin American countries.

Paris Focal Point received 1073 mails and sent 615 answers.

## 3. **Standardisation and guidelines**

MTV is a member of a standardisation working group (AFNOR: French Association for Standardisation) on an Assessment Method to Determine the State of Preservation of Archives and Library Materials / Méthode d'évaluation de l'état physique des fonds d'archives et de bibliothèques. The standard is almost completed and the final text is in the process of being checked by AFNOR. Publication should be ready in 2005.

In 2004 MTV attended six AFNOR meetings.

## 4. **Training**

Two important training activities took place in 2004

- *A workshop on disaster mitigation in Trinidad and Tobago*, May 20-24. This workshop is the second of a series of workshop organised by IFLA PAC in the framework of the International Committee of the Blue Shield. More than eighty English speaking participants from the Caribbean attended. The workshop presented case studies on the various disasters that had struck the region recently and gave clues to preventive measures susceptible to mitigate the consequences of such disasters. It was a success and some of the papers are published in IPN 34
- *Training course on preservation issues and management in Paris.* This international training course is the third one organised by the Bibliothèque nationale de France with the collaboration of IFLA PAC and the Archives de France. Fifteen foreign French speaking participants from thirteen countries (Belgium, Brazil, Chad, Ethiopia, India, Lebanon, Poland, Portugal, Senegal, Spain, Turkey, Vietnam, New Caledonia) attended. PAC Director was one of the trainers..

*Organisation of a workshop in Cuba.* A third workshop on disasters is to take place at the National Library José Martí in Havana, February 9-10, 2005. It is co-organised by PAC and BNJM and is intended mainly for Cuban participants. It focuses on hurricanes.

IFLA PAC also hosted two interns in 2004 who worked on the following subjects

- *Legal instruments related with the Blue Shield.* The work mainly consisted in sorting the documentation gathered by PAC during the past ten years.
- *The Use of Permanent Paper in France.* Sarah de Bogui wrote an article "*Permanent Paper in France in 2004 : Is It necessary to Worry?*" in IPN 33.

#### 5. **Expertise and survey**

- Expertise : PAC Director is IFLA expert and representative on the following Advisory Boards
  - ✓ Social Science Research Centre. Working Group on Cuban Archives and Libraries. This working group composed of US preservation specialists deals with preservation issues. M.-T. Varlamoff has been asked to represent the European point of view. She attended the annual meeting in Cuba.
  - ✓ UNESCO Memory of the World, Sub Committee of the Register. The Committee studies the proposals for nomination of documents to be included on the Register, selects experts and reports to the International Advisory Committee. IAC advises UNESCO Secretary General who, at the end of the selection process, decides which documents are to be included. M.-T. Varlamoff is a member of the Advisory Board.
  - ✓ UNESCO MOW Sub Committee of Technology, gives its technical expertise on the preservation of documentary heritage. IFLA PAC is invited to the meetings as an observer.
  - ✓ International Council on Archives, Committee of Preservation of Archives in Temperate Climates: M.-T. Varlamoff is a full member of the Committee and attended the annual meeting.
- Surveys
  - ✓ **Newspapers:** A first survey on *Holdings of African Newspapers kept in Archives and Libraries in Africa* was launched by PAC in 2001. As results were incomplete PAC asked the IFLA Section on Newspapers to take it over and to launch a second survey. This survey sent to 125 institutions in 50 countries was completed by the end of February 2004. IFLA PAC and the Section are preparing a case for funding support from potential private and public sponsors.
  - ✓ **Disaster plans:** A survey on *disaster preparedness* was launched by PAC and questionnaires were sent to 177 national libraries. Results were presented in Buenos Aires during the joint session of PAC, the Section Preservation and Conservation and the Section on National Libraries.

#### C- CO-OPERATION

PAC co-operates with numerous institutions and organisations. Three of them hold regular meetings and stand among PAC priorities. They represent quite a heavy workload although they do not appear in the list below (cf.D)

##### 1. **Blue Shield**

- ICBS : Five meetings (eight days) were held
- CFBB : Six meetings (seven days) were held

##### 2. **UNESCO**

*Memory of the World*

- Meetings of the Register Sub-Committee (five days)
- Examination of proposals for nomination ( two weeks)
- Meeting of the Sub-Committee of Technology (one day)
- Meetings of the Commission française pour l'UNESCO (one day)

*Information for All Programme*

- International Council (two days)

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

Committee on Preservation of Archives in Temperate Climates (Tallinn, three days)

**D- PARTICIPATION TO CONFERENCES AND MEETINGS**

<b>Place</b>	<b>Dates</b>	<b>Object</b>
Paris	February 6-7	Memory of the World / <i>meeting of Sub-Committee on technology</i>
Cuba	February 25-March 4	Social Sciences Research Centre <i>Working group on Cuban archives and libraries meeting</i>
Paris	May 4-5	UNESCO : <i>Intergovernmental Council for the Information for All Programme</i>
Tallin	May 6-10	International Council on Archives - <i>meeting of the Committee on Preservation of Archives in Temperate Climates</i>
Paris	May 14	BNF/LIBER : <i>Journée d'étude "la sûreté des collections"</i>
Trinidad	May 20-24	<i>Workshop "Mitigating the Consequences of Natural Disasters for Caribbean Libraries and Archives"</i>
St Petersburg	June 28-July 4	LIBER <i>Annual Conference</i>
Turin	July 22-25	International Committee of the Blue Shield : <i>Blue Shield International Meeting</i>
Buenos Aires	August 20-31	IFLA Annual Conference <i>Meeting of PAC Advisory Board and PAC Directors</i>
Helsinki	September 12-16	Conference : <i>Libraries for Active Citizenship-global perspectives</i>
Brussels	September 29-October 1 <sup>st</sup>	Conference : International Society for Military Law and the Law of War : <i>"The Role of NGOs in International Problem Solving"</i>
The Hague	October 17-19	International Committee of the Blue Shield - <i>extraordinary meeting</i>
Santiago	October 22-31	<ul style="list-style-type: none"> <li>▪ XV General Assembly of ABINIA,</li> <li>▪ 2<sup>nd</sup> Chilean Conference on Preservation and Conservation ,</li> <li>▪ <i>Visit to PAC Centre Santiago</i></li> </ul>
Paris	November 22-24	Memory of the World : <i>Register Sub Committee meeting</i>
Washington	December 23	<i>Visit to PAC Centre Washington</i>

## **E- VISITS TO PAC FOCAL POINT**

- *Birgitta Sandell*, ALP Director
- *Sjoerd Koopman*, IFLA Coordinator of professional activities
- *Stéphane Ipert*, Director of the Centre de Conservation du Livre
- *Mr. Eskander*, Director of the National Library of Iraq
- *Ted Steemers*, Director for preservation at the Dutch National Archives & Chair of ICA Committee of Preservation in Temperate Climates
- *John McIlwaine*, former Chair of IFLA Section on Preservation and Conservation
- *Jean-Marie Arnoult*, Inspecteur général des bibliothèques

## **F- Activity reports from PAC Regional Centres**

*Compiled by Corine Koch, PAC Programme Officer. Detailed reports can be found in annex.*

### **✓ Publications**

Regional Centres reported to have distributed 'International Preservation News' (IPN) n°32 and n°33. Because of financial difficulties, the printing of IPN n°34 has been delayed. The issue will be distributed in January.

As was the case last year, Caracas could not send IPN which was distributed by PAC International Focal Point. Directors from new PAC regional Centres in Latin America (i.e. Brazil, Chile, Trinidad & Tobago) contributed to IPN n°32, presenting their activities and projects.

Yan Xiangdong and Zhang Zhiqing wrote a paper about the book preservation at the National Library of China and the PAC China Centre, which was published in IPN n°33.

Several translations have been achieved by PAC Centre in Asia.

The new PAC Regional Centre, hosted by the National Library of China, translated 'International Preservation Issues' (IPI) n°1, 2 and 4.

On the other hand, the Japanese translations of IPI 4 and IPI 5 have been achieved by the PAC Centre in Tokyo. These publications will be made accessible very soon.

The Spanish version of IPI 5 has been achieved by the PAC Centre for USA and Canada.

PAC Oceania and South East Asia Regional Centre published a brochure on recommended practices in digital preservation, available on its web site.

### **✓ Training**

A number of workshops has been organised by Canberra, Tokyo, Moscow and New York, focusing mainly on conservation techniques, preservation of digital heritage, web archiving or conservation of photographs. Training activities also include the hosting of interns from conservation programs as was the case at the Library of Congress and the National Diet Library.

### **✓ Raising awareness**

One of PAC's major missions consists in raising awareness among library professionals, the public and the authorities, of the need to preserve the documentary heritage. This can be achieved through conferences and seminars where PAC Directors present papers, as was the case this year for Japan and Australia.

### **✓ Expertise and standards**

All along the year, PAC Centres focus on one specific field of excellence.

Japan, concentrating on permanent paper, delivered the results of the survey on pH testing initiated at the end of 2003.

In China, the PAC Centre considers developing standards devoted to restoration activities.

In Australia, guidelines on the production and preservation of digital audio objects for the Technical Committee of IASA (International Association of Sound and Audio-visual Activities) and recommendations on implementing preservation metadata approaches are being achieved.

As for the USA, the PAC Centre signed a number of agreements with partner institutions to study the efficacy of digitally imaging sound recording materials (wax cylinders, shellac discs) or to expand efforts to preserve and make accessible local newspapers throughout the United States (cf. US Digital Newspaper Program).

#### G- ANNEX

- ✓ PAC Regional Centres reports :
  - Beijing
  - Canberra
  - Moscow
  - Tokyo
  - Trinidad
  - Washington
- ✓ PAC Strategic Plan 2004-2005
- ✓ Minutes from joint Meeting PAC Directors / PAC Advisory Board, Buenos Aires, August 2004

Marie-Thérèse Varlamoff  
IFLA PAC Director

January 27, 2005

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## ANNEXES

#### Reports from PAC Regional Centres

- *Canberra, Australia*
- *Caracas, Venezuela*
- *Santiago, Chile*
- *Moscow, Russian Federation*
- *Tokyo, Japan*
- *Port of Spain, Trinidad & Tobago*
- *Washington DC, USA*

#### Strategic Plan 2004-2005

Minutes of the Joint Meeting of PAC Advisory Board and PAC Directors  
(Buenos Aires – August 24, 2004)

**IFLA PAC Oceania and South East Asia Regional Centre**

**Annual Report**

**January – December 2004**

**1. Publications**

*Distribution of International Preservation News*

The Centre continued to distribute approximately 300 copies of each issue of *IPN* to its regional mailing list.

*Articles*

The Director prepared a paper on Disaster Planning which was presented at the IFLA conference in Buenos Aires and prepared for later publication.

The Director also prepared an article on the impact, accessibility and survival of digital heritage (“In the fast lane – will digital heritage survive?”) for a special issue of *Australian mosaic*, the journal of the Federation of Ethnic Communities Councils of Australia. (Available from <http://www.fecca.org.au/Australian%20mosaic/f4-2004.html>)

*Other publications*

The Centre published a new brochure on recommended practices in digital preservation, available from <http://www.nla.gov.au/preserve/digipres/digiprespractices.html>.

**2. Training**

*Workshop on the Preservation of Digital Heritage for Asia and Oceania*

As the Centre’s major IFLA PAC activity for the year, Colin Webb and Gerard Clifton prepared and led a 6 day workshop on preservation of digital heritage, organised and hosted by the National Library of Malaysia in association with UNESCO. The workshop, which made extensive use of the UNESCO *Guidelines for the Preservation of Digital Heritage* prepared by the Centre in 2002/2003, was held at the National Library of Malaysia in Kuala Lumpur from 6-11 December 2004, and was attended by participants from national libraries and/or archives from Cambodia, Indonesia, Laos, Malaysia, the Maldives, Myanmar, Nepal, Philippines, South Africa, Sri Lanka, Thailand, and Vietnam. Content and exercises from the workshop are being prepared for wider circulation.

*Preservation Microfilming Training Materials*

The Centre continued to supply copies of the 10-module training package in preservation microfilming, produced in 2003 by the National Library of Australia in conjunction with the State Library of South Australia. The package is available in an online form from <http://www.nla.gov.au/preserve/trainmat.html>

*Web Archiving Tools Information Day*

In conjunction with its Archiving Web Resources conference (see below under Awareness Raising), the National Library of Australia convened an Information Day for practical demonstrations of a range of web archiving tools. The Information Day was attended by about 100 delegates from around the world, including a number from the Asia/Pacific region.

*Photographic conservation workshop*

The Centre hosted an important international photographic conservation workshop on Duplication by Digital and Tradition Methods, from 12 to 17 July 2004. The workshop was organised by the PHOTON special interest group of the Australian Institute for the Conservation of Cultural Materials (AICCM), and was funded by the Getty Foundation. Around 90 participants from Australia, New Zealand and a number of regional countries heard of best practices from two internationally respected US experts in



the field (Dr Franziska Frey of the Rochester Institute of Technology and Mr Doug Munson of the Chicago Albumen Works), as well as input of specialists working in many leading institutions in Australia and New Zealand.

### **3. Raising awareness**

#### *Archiving Web Resources conference*

The National Library of Australia's main relevant activity for the year was organising and hosting a major international conference on Archiving Web Resources in November 2004. The conference was attended by about 200 participants from all continents including a number from the Asia Pacific region. Topics covered during the conference included the value and range of web-based resources; approaches to selection, gathering, description, management and preservation of archived resources; a range of implementations and national infrastructure approaches; and future research directions. Information about this very successful conference, including presentations, is available at <http://www.nla.gov.au/webarchiving/index.html>

#### *Asia Pacific Week at Australian National University*

The Centre participated in a forum on digital heritage intangible heritage in February 2004 as part of an Asia Pacific week organised in Canberra by the Australian National University, with participants from Australia and a number of Asia Pacific countries.

### **4. Expertise and standardisation**

#### *IASA Guidelines on the production and preservation of digital audio objects*

Kevin Bradley of the National Library of Australia's Digital and Audio Preservation section led an international project team that prepared and published guidelines on the production and preservation of digital audio objects for the Technical Committee of IASA (the International Association of Sound and Audiovisual Archives).

#### *Digital preservation standards*

The National Library continues to be active in developing its expertise in digital preservation and is working with others in the PREMIS working group to develop recommendations on implementing preservation metadata approaches.

### **5. Cooperation**

#### *Management of microform collections needing replacement*

The National Library of Australia has joined an international Roundtable on the management of large microform collections. The Library is investigating the risks of deterioration of its substantial holdings of microfilms and microfiche, and strategies to manage the costs of replacement. This is an extension of the Library's active program of dealing with its cellulose acetate holdings in recent years. The Roundtable will be a good forum for advancing discussion of the issues likely to have important implications for libraries in Asia and the Pacific with microform collections.

#### *National Plan for Australian Newspapers*

The National Library and its partners in the NPLAN are seeking to develop a 5 year program of priorities for preservation copying of newspapers, and are seeking a way to reconcile the dilemmas over whether to continue to microfilming or to move to digitisation as the Plan's key preservation strategy.

#### *Cooperation with the National Library of New Zealand*

The Centre has commenced discussions with the National Library of New Zealand regarding increased cooperation on preservation issues including promotion and fostering of preservation in Pacific countries.

#### *Australian Partnership for Sustainable Repositories*

The Centre is working actively with the Australian Partnership for Sustainable Repositories (APSR) to develop sustainable digital management practices for Australian universities.

## **6. Priority activities for 2005**

The priority IFLA PAC related activities for the Centre for 2005 are as follows:

- i.* Developing a summary version of the content and exercises presented at the Kuala Lumpur workshop on preservation of digital heritage for Asia and Oceania hosted by the National Library of Malaysia. The Centre will look for opportunities to publish the summary through IFLA PAC channels such as *IPN*.
- ii.* Investigating the possibility of developing an ongoing training program in conjunction with regional partners, based on the model of the Kuala Lumpur workshop with the National Library of Malaysia and UNESCO, with the aim of progressing skills development and practical program planning for digital and perhaps other preservation programs.
- iii.* Undertaking a national audit of digital information and its management in Australia, and closer cooperation with a number of key Australian agencies, with a view to developing a national plan for the preservation of digital information resources.
- iv.* Developing definitive guidelines for Australian libraries on the digitisation of newspapers, as a basis for a national policy decision about whether to continue newspaper microfilming.
- v.* Working with the Roundtable on large microform collections to establish a basis for managing the huge task of replacing deteriorating user collections of microforms.
- vi.* Developing digital preservation tools and middleware to make tools useful, in conjunction with a number of partners including the APSR, the International Internet Preservation Consortium (IIPC), and the IFLA-CDNC Alliance for Bibliographic Standards (ICABS).

Colin Webb  
Director  
IFLA PAC Regional Centre for Oceania and South East Asia.  
December 2004

**Summary of the main activities of the Centro Nacional de Preservación Documental  
for the year 2005**

1. Continue the distribution of the publications IPN and Conservaplan to other related institutions, both at a national and an international level.
  
2. Reactivate the conservation courses addressed to the members of staff from other libraries and institutions at a national level and also to the National Library and the Network of Public Libraries. The Preservation Center is interested in incorporating some of the employees from other departments of the National Library who attend the course to the staff of the Center, in order to reinforce its working team.
  
3. Participate in an institutional seminar addressed to staff members from the National Library and the Network of Public Libraries and related institutions in the country, so as to exchange experiences and divulge the services offered by the institution.
  
4. Participate in the Committee CT-15, Sub-Committee 5 on Preservation and Conservation, in order to increase the quality of Venezuelan publications, by means of the update of the standards in force for the manufacturing of permanent paper, COVENIN standard 3371.1998 (ISO 9706.1994).
  
5. Initiate the operation of the División de Preservación por Duplicado (Division of Duplicate Preservation), created in the new organizational structure of the Center, that will be in charge of preserving the Library's collections by means of their transfer to alternate media such as paper, film, magnetic tapes, etc., in order to favor their longterm permanence and make them accesible to users.
  
6. Continue the preservation and conservation of the collections of the National Library.
  
7. Continue giving counseling and technical support by means of the diagnosis and treatment of collections to other Venezuelan libraries and related institutions.

Orietta Palenzuela

## **PAC Regional Centre of Chile**

### **1.- Dificultades**

Como centro regional debemos emprender una labor en relación a vincularnos con los demás países coordinados. Como edificio tenemos dificultades en determinar todas las colecciones valiosas y agruparlas o al menos tener bóvedas en diferentes sectores.

Debemos continuar la tarea de elevar los niveles de conciencia

Organizar un plan muy estructurado de prevención y actuación frente a desastres. Las iniciativas hasta aquí emprendidas son parciales.

Se requiere un presupuesto focalizado a esta tarea.

Mayor comunicación con entidades externas a las bibliotecas, archivos y museos.

Conocimiento de estándares

### **2.- Exitos**

La operación del Comité paritario, las experiencias de evacuación y la conformación de brigadas de incendio y salvataje.

Algunos proyectos financiados por entidades nacionales y extranjeras

Contar con una unidad de Conservación desde 1995

Proyectos de microfilmación y digitalización

Designación de la BN como sede regional IFLA PAC y emprender la iniciativa de Bouclier Bleu lo que nos obligará a trabajar más.

### **3.- Prioridades para el futuro**

Plan de emergencia y prevención de desastres con continuidad y sustentabilidad.

**Conformación en curso de brigada de colecciones**

En general subsanar y abordar las dificultades expresadas en el punto 1

**Annual (2004) Report of IFLA PAC RC hosted by LFL, Moscow**

**1. Publications**

- *Distribution of IPN (№ 31, 32, 33 ) with Russian fliers (i.e. resume translated into Russian accompanied by annotations of articles from CLIR Newsletter)*
- *a home page of IFLA PAC REGIONAL CENTER <http://www.libfl.ru/win/conservation/index.html>*

**2. Training**

- *Training seminar on French binding in the Library for foreign literature (Moscow, May 2004)*

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

- *participation in the work of the International conference on Preservation and conservation of photographic documents (Tomsk, June 2004)*
- *participation in the work of the annual meeting of an American Library Association (Orlando, July 2004)*
- *participation and report (Russian Register of Master Microforms) at the conference devoted to different kinds of databases (Russian State Library, October 2004)*
- *participation in the work of Conference “Methods of documents treatment” (Russian National Library, Saint-Petersburg, October 2004)*
- *participation in the work of Russian National Preservation Program (microfilming and scanning newspapers, i.e. hybrid technology)*
- *distribution of video films ( Into the Future , If Disaster Strikes, Handling Printing Books, Controlling Your Library Environment, Slow Fires) among those who apply for Russian versions .*
- *distribution of CD ROM “ Safeguarding our documentary heritage” (by the International of Library Association and Institutions with the assistance of the Mission on Research and Technology of the French Ministry of Culture and Communication, in the framework of the UNESCO “Memory of the World” Programme)*
- *distribution of the database «Preservation», designed by IFLA Regional Centre (Moscow) for testing libraries funds physical condition*

**4. Co-operation**

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

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

## Report on Activities of the IFLA/PAC Regional Centre for Asia from January to December 2004

In the “National Diet Library (NDL) Vision 2004,” the Library specifies four priority areas and each priority objective for them. One of them, titled “the promotion of cooperation,” is to develop international interlibrary cooperation mainly by collaborating with the IFLA and by interacting with libraries in Asia. The IFLA/PAC Regional Centre for Asia will also play an important role and continue its own activities within the new framework.

The following is what the NDL carried out from January to December 2004 based on its Preservation Cooperation Program.

### 1/ Publications

#### (1) Translations

We started to translate “A Blue Shield for the Protection of our Endangered Cultural Heritage” (*IPI*, no.4) and “Care, Handling, and Storage of Photographs” (*IPI*, no.5) into Japanese. In the near future, we will publish them, load them on the NDL homepage and send them to the International Focal Point for loading on IFLANET.

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

*International Preservation News* no. 31, no. 32 and no. 33, as well as *International Preservation Issues* no. 5 were distributed to libraries and institutions in the area covered by the IFLA/PAC Regional Centre for Asia.

#### (3) Contribution

Mr. Takao Murayama, then Director of the IFLA/PAC Regional Centre for Asia, contributed an article titled “To Protect Irreplaceable Documentary Heritage at the Foot of the Himalayas □ Report of Visit to Nepal” to the *NDL Newsletter* No. 139, October 2004, and Mr. Masaki Nasu, Director of the IFLA/PAC Regional Centre for Asia, also contributed an article titled “Training programs for the staff of the Nepal National Library, a collaborative project of the Japan International Cooperation Agency (JICA) and the IFLA/PAC Regional Centre for Asia” to *CDNLAO Newsletter* No.51, November 2004.

### 2/ Training

#### (1) Acceptance of a trainee from the Nepal National Library

We made an arrangement with the Nepal National Library for preservation training in cooperation with the Japan International Cooperation Agency and received Mr. Pradeep Battharai, a staff member of the Library, from October 18 to December 1, mainly in our Preservation Division.

#### (2) Dispatch of lecturers

To give an introductory lecture on preservation, we sent some staff members of the Preservation Division to libraries throughout the country; Mr. Hitoshi Abe and Mr. Shigeru Otake to the Aichi Prefectural Library on February 2, Ms. Aiko Mizutani and Mr. Hiroshi Ozaki to the Fukui Prefectural Library on October 15.

#### (3) The 8th Preservation and Conservation Training Program

The 8th Preservation and Conservation Training Program was held at the Kansai-kan, NDL on July 8 and 9, in which 33 Japanese librarians participated. The purpose of the Program was to acquire elementary techniques for mending deteriorated materials.

#### (4) Preservation training through an online training system

In order to start preservation training through an online training system available from a remote site intended for library staff mainly in Japan from FY2005, we are now preparing a textbook for it.

### 3/ Raising awareness

### **(1) The 16th Forum on Preservation**

The 16th Forum on Preservation was held at the NDL on February 27, in which 71 Japanese librarians participated. The purpose of the Forum is to enable experts on preservation and conservation to share and exchange information every year. Mr. Yoshiro Komatsu, Chair, Japan Society of Archives Institutions, gave a lecture on “Disaster and information network: towards forming an information network for library materials affected by disaster.”

### **(2) Preservation Conference between Korea, China, Japan**

Mr. Hidetoshi Kanebako, Director of the Preservation Division and Mr. Masakazu Kuba, staff member of the Division, attended the Preservation Conference between Korea, China, Japan under the theme of “Preservation technology and management plan,” held at the National Library of Korea in Seoul from November 14 to 20. Mr. Hidetoshi Kanebako gave the keynote speech titled “Preservation and conservation policy of the National Diet Library and future direction” and Mr. Kuba gave a paper titled “Basic principle on modern preservation work and its management.”

## **4/ Cooperation**

### **(1) Cooperation with the Nepal National Library**

From January 31 to February 11, Mr. Murayama, then Director of the IFLA/PAC Regional Centre for Asia, visited the Nepal National Library and some other libraries and institutions in the Kathmandu basin to research into the storage conditions of materials and assess preservation needs in Nepal. Based on his report, we made an arrangement with the Nepal National Library for preservation training.

### **(2) Visitors from overseas**

The following people from overseas visited the IFLA/PAC Regional Centre and the Preservation Division of the NDL:

- Mr. James E. Burd, President, Preservation Technologies (January 5)
- Dr John R. Hébert, Chief, Geography and Map Division, Library of Congress (April 15)
- Ms. Kongdeuane Nettavong, Director of the National Library of Laos (September 14)
- Chu Tuyet Lan, Director of the Library Documentation Information, Institute of Han – Nom Studies, National Center for Social Science and Humanities of Vietnam (November 18)
- Mr. Richard Thouin, Director of Preservation, National Library of Québec (November 26)
- Ms. Supaporn Khaosum-ang, Head Librarian, Pridibanomyong Central Library, Thammasat University (December 6)

### **(3) Director at the 70th IFLA General Conference and Council in Buenos Aires**

Mr. Masaki Nasu, Director of the IFLA/PAC Regional Centre for Asia, attended the Joint Meeting of the PAC Advisory Board and PAC Directors as well as all the meetings hosted by the Preservation and Conservation Section.

### **(4) Social Meetings for Experts in Preservation**

The NDL held the first and second “Social Meeting for Experts in Preservation” from libraries, archives and museums and other institutions in order to exchange information among them and share knowledge and experience. A planned series of meetings is also intended to promote preservation activities in Japan as well as at the IFLA/PAC Regional Centre for Asia, which facilitates working together with libraries and institutions in Asia.

## **5/ The field of excellence**

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

The Preservation Division gave out recently the result of the 17<sup>th</sup> pH testing of current Japanese publications published in 2002 and held by the NDL, which was conducted in October 2003. By random sampling, 1,658 items from 98,465 monographs and 1,516 items from 48,299 titles of periodicals were picked out. We selected 2,428 items of the 3,174 items, excluding items in use and materials printed on coated paper. The rate of acid-free paper use was 94.6 % in monographs, 86.9 % in periodicals and 91.4 % in total. Generally speaking, the rate of acid-free paper use is increasing steadily and comes up to our expectations.

## **6/ Others**

### **(1) Survey about accessibility of packaged electronic materials held in the NDL**

The Kansai-kan's Digital Library Division has been tackling a three-year research project for digital preservation from FY 2002 and has already obtained some important results. One of them is a survey on the accessibility of packaged electronic materials held in the NDL. According to the report, which the Division published in March 2004, nearly 70% of 200 samples from materials acquired before 2000 have some problems in using on WindowsXP or MacOSX. In FY2004, we plan to try migration and emulation for their long-term preservation, evaluate the cost and time to carry this out, and create appropriate metadata.

**(2) Urgent countermeasure against deteriorated micromaterials**

The Preservation Division is taking an urgent countermeasure against heavily deteriorated and deteriorating materials held in the Library according to the degree of deterioration found in the previous assessment. Particularly during FY 2004, the Division reproduces deteriorated microfilms and replaces many paper envelopes of deteriorating microfiches with new acid-free ones.

## **7/ Activities planned for 2005**

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

We aim to strengthen relationships with libraries and institutions in Asian countries. Particularly, from 2005 we plan to carry out a cooperation program for the National Library of Bhutan focusing on preservation and conservation at the request of that Library.

**(2) The 11th International Symposium on Preservation**

We plan to hold an international symposium on preservation after an interval of six years to identify the preservation needs of Asian countries in an age of change and discuss the future form of collaboration in Asia, as a new Centre may also be established in South and South East Asia in addition to the present three Centres.

**(3) Guidelines for increased use of acid-free paper**

We carry out research and studies for the long-term preservation of paper-based materials, particularly making guidelines for increased use of acid-free paper.

**(4) The 17th Forum on Preservation**

The 17th Forum on Preservation is to be held under the theme of disaster prevention and emergency response: introduction of the Japanese version of "The emergency response and salvage wheel" on February 10, 2005.

**(5) Disaster plan**

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

**(6) Web archiving**

Based on the "Medium term plan of the digital library," the Library will conduct web archiving and create an online deposit system for the permanent preservation of digital information resources in 5 years, from the present experimental



**IFLA PAC Regional Centre  
NALIS Annual Report 2004**

The new National Library of Trinidad and Tobago, under the National Library and Information System Authority (NALIS), commenced services to the public in March 2003. There has been an increase in the number of users from four thousand (4,000) annually pre 2003 to over fifty thousand (50,000) in September 2004.

One of NALIS' major functions is to preserve, promote and exploit the national heritage information of Trinidad and Tobago.

It was indeed an honour for NALIS to be named as the IFLA PAC Regional Centre for the English speaking Caribbean, and look forward to working with the International Centre in fulfilling NALIS' objectives as well as those of the Centre's.

NALIS has begun its efforts in preserving and conserving the collection at the Heritage Library, which is housed at the National Library Building. Three (3) of our returning scholarship awardees who completed courses in preservation and conservation during their post graduate studies in Library and Information Science in North American are now developing a national policy for our preservation needs and have begun identifying the materials that need urgent attention.

NALIS plans to augment its expertise in the field of preservation and conservation and will be offering in 2005 thirty (30) additional post graduate scholarships with minors in preservation and conservation.

In May 2004, NALIS hosted the ACURIL Preconference on 'Mitigating the Consequences of Natural Disasters for Caribbean Libraries and Archives', which was held at the National Library. It was a huge success and was attended by forty-five (45) participants, mainly from the Caribbean.

Mrs Patricia Zephyrine assumed the position of Executive Director, NALIS on June 8, 2004 on the retirement of Mrs Pamela Benson. Mrs Zephyrine attended her first IFLA conference and first PAC meeting of new Directors of Regional Centres. Mrs Zephyrine reported on the ACURIL preconference and NALIS' plans for its preservation and conservation laboratory. Since her return she has been updating the PAC directory of the English speaking Caribbean libraries. This will be completed by the end of 2004 and copies of the International Preservation News, which were delivered to NALIS, will be mailed to these libraries early in the New Year. Several of these libraries suffered damage during the hurricane season in 2004. This highlighted the need for NALIS to develop expertise in disaster preparedness for hurricanes and earthquakes.

NALIS while progress on equipping our Preservation and Conservation laboratory at the National Library has been slow. This will certainly improve in the year 2005. We have included a Preservation librarian at a US University as a member of NALIS' PAC Advisory Committee who will undertake a preservation assessment of our needs in late January to early February, 2005. His visit will also include training of our librarians and advice on the design layout and necessary equipment. 2005 is devoted to the completion of this laboratory.

A committee on disaster preparedness was established in August 2004 and given guidelines to prepare a plan for our twenty-two (22) public libraries. A draft is to be completed by end of January 2005. The Information Networks Division is also preparing a separate disaster preparedness plan for NALIS' information technology, both hardware and software.

A digitisation committee has been recently established and has developed a draft digitisation policy. The digitisation of our rare and valuable heritage information has begun as one of the activities of this committee. The material is now available on our website. The main objective is to provide access to information and to provide conservation support.

## **IFLA PAC Regional Centre for USA and Canada**

### **PRESERVATION DIRECTORATE ANNUAL REPORT FOR IFLA**

#### **Executive Summary and Overview of Accomplishments**

##### **Work Accomplished during the year**

During fiscal 2004, the Preservation Directorate furthered the Library's goal to preserve all formats of its national collections for use by Congress and other customers by completing over 10 million assessments, treatments, rehousings, and reformatting for books, codices, manuscripts, maps, cartoons, political posters, palm leaves, architectural drawings, photographs, newspapers, discs, film, magnetic tapes, and artifacts, including textiles, metal type, ceramics, and a plaster death-mask. Through the coordinated efforts of the Directorate's four divisions and two special programs, 4,132,284 items were repaired, mass deacidified, or microfilmed.

In addition, the Directorate prepared, for President Reagan's State Funeral, a dozen Signature Books for Congress and the visiting public to sign in commemoration. Preservation staff also consulted on the new Congressional Visitors Center. Other highlights included conservation of 17<sup>th</sup> century fortification and battle plans, 19<sup>th</sup> century Japanese Maps, architectural drawings of the Capitol, William Penn's papers, Theodore Roosevelt's Presidential papers, and Wright Brother drawings. Particular effort was expended to make available in reformatted versions currently relevant and time-sensitive collections Arabic language newspapers and severely embrittled WWI-era military camp publications that could not otherwise be served to readers, despite loan and reference requests.

The Directorate also aided Library Services in its five primary objectives, including facilitating the acquisition of the culturally significant, multiformat Kislak Mesoamerican Collection by assessing the condition of codices, maps, and objects, including over 600 ceramics, textiles, and paintings, and advising on stabilization, packing, transport, storage and exhibition of the collection.

To extend the life and utility of collections through appropriate treatment and technologies, 299,064 books and 1,219,500 document sheets were mass deacidified as part of a 30-year initiative to stabilize over 30 million general collection books and manuscripts. In addition, 289,401 general and special collection books, manuscripts, drawings, prints, and photographs received conventional or highly customized treatments; 630,269 documents, photographs, discs, film, and magnetic tape reels and cassettes were rehoused for preservation and access; 4,103,419 photographs, paper and other collection material were assessed for future preservation needs; and 4,111,415 documents and newspaper pages and motion picture reels were converted to microfilm and digital format. A special initiative to test a new technology for paper strengthening resulted in the treatment of 16,024 bound newspaper pages, bringing the total for the three-year initiative to over 30,000 pages. To support access to collections electronically through the National Digital Library, 31,663 items were stabilized. To support outreach through exhibitions, 1,372 items were treated and 562 matted or otherwise housed for the Interpretive Program Office.

To provide environmentally stable storage for special format collections, Preservation continued five multi-year initiatives. The penultimate year of the environmental monitoring and control initiative with Image Permanence Institute resulted in improved storage environments extending the life of 1.3 million items on Capitol Hill. The third of a five-year preventive preservation initiative accomplished the rehousing 142,758 special collection items stored on-site. The second of a three-year preservation preparation initiative to move select collections to environmentally controlled cool and cold storage resulted in rehousing 502,715 audio/visual items for NAVCC in Culpeper, Virginia and 31,753 special collection items for Ft. Meade, Maryland, the eventual home for 30 million special format items currently being accessed for preservation needs. A specifications initiative completed the development of non-damaging bookshelf covers to protect books from slotted shelves during storage, and specially designed carts for protecting oversized or rolled items during transport, processing or use. The third year of a multi-year research project to determine the life expectancy and signal stability of CD-ROM media resulted in an expansion of sample population from 125 to 1000 discs to increase confidence level of findings to 95%.

To secure the national collections during storage, transport, processing, use and exhibition life-cycles, the Directorate updated the preservation component of the Library's collection security plan, in collaboration with the Office of Security and Emergency Preparedness. To improve security for top treasures, Preservation acquired and installed state-of-the-art gasketed stainless steel cabinets that are watertight and can be filtered against pollution or other contaminants. The Directorate also acquired equipment to improve digital analysis and imaging of treasure collections. A multi-spectral digital camera for photography with infrared and ultra-violet light enables state-of-the-art analysis, documentation and monitoring of the condition and deterioration of the Library's top treasures and special collections at the most intimate level, capturing features invisible to the naked eye, vital for identification, authenticity and security. Preservation also refined emergency preparedness plans for various scenarios and collections, and its Beeper Team responded to 13 emergency incidents, salvaging 874 water- and mold-damaged books, drawings, and photographs, as well as applying anoxic treatment to 55 record storage boxes infested with silverfish.

Finally, to foster collaborative partnerships with other Libraries, public and nonprofit organizations, and the private sector, the Directorate organized and hosted several events. The annual Microform Round Table addressed problems of cellulose acetate with the British Library, Cambridge University Library, Bodleian Library, national Libraries of Scotland and Australia, New York Public Library, and the Libraries of Yale, Harvard, and Princeton. Six "Topics in Preservation Science" lectures, most open to the general public, featured speakers from Cornell University, Lawrence Livermore Berkley Labs, national Park Service, Canadian Conservation Institute, University of Ljubljana, and the Royal Institute for the Study and Conservation of Belgium's Artistic Heritage, on subjects including imaging sound, archiving optical storage media, laser-cleaning paper, and stabilizing iron gall ink, as well as workshops on leather, parchment and adhesives opened to professional conservators. The third and final year of the Getty Conservation Institute Preventive Conservation Fellowship concluded with a Columbia University Preservation Graduate from Puerto Rico. Directorate staff developed the IFLA Preservation Program in Buenos Aires, Argentina, on "Sights and Sounds: Preserving the New Media" with speakers from Argentina, Uruguay, Chile and Brazil. Staff also developed care and handling training and handouts for the Library's contracted mail and package handlers, Pitney Bowes, to prevent damage to collections being screened for biohazards, and designed and conducted Conservation Clinics for "The Library of Congress goes to Ohio" program, the National Book Festival, and the Dedication of the WWII Memorial on the Mall. In total, Directorate staff gave 24 presentations and

authored 17 publications, and were guest lecturers and consultants at national and international preservation programs and laboratories in Spoleto, Italy; Ascona, Switzerland; Cairo, Egypt; Brisbane, Australia; and Wellington, New Zealand.

### **New initiatives to continue supporting the Library's goals in FY05, and acquisitions important for collections**

New initiatives further expanded Library Services objectives to preserve collections and extend collaborative partnerships by launching several training, research and interagency projects.

A new curriculum was developed for Catholic University's Course on Preservation for Librarians, to promote awareness of preservation challenges and solutions through lectures, demonstrations, tours, and exercises by Directorate staff in the Spring Semester of 2005.

To foster increased diversity in the Library and make preservation opportunities available to a broader group of professionals, the Directorate, in collaboration with the Library's Office of Work Force Diversity, completed consultation on a website and CD-ROM highlighting work with the national collections, and started a new outreach training option by launching a Multi-Cultural Fellowship Program, accepting its first Fellow from the University of Texas' Graduate Conservation Program.

To support research into the long-term stability of collections and storage materials, the Directorate's Research and Testing Division started several collaborations and interagency programs. A Research Fellowship was created by a donation from the Nielsen-Bainbridge Company, a producer of preservation supplies. The donation will defray expenses for a named Fellow to research the use of zeolite molecular sieves, which can be incorporated into housing materials and may absorb and trap pollutants in collection storage environments. The work will build upon research performed at the Getty Conservation Institute.

To evaluate the long-term stability of digital media, an Interagency Agreement was signed with the Information Technology Division of National Institute for Standards and Technology (NIST) to share data and methodology in the study of the effects of natural and accelerated aging on signal stability of CD-ROMs and DVDs. The Directorate's Research and Testing Division will study CD-ROMs, and NIST will focus on DVDs. To study natural aging, a sample set of CD-ROMs is intermittently called from the Library's collections and evaluated using special signal testing equipment; in addition, the Division is developing procedures for accelerated aging of CDs, and evaluation protocols. The Interagency Agreement provides special funding from the Library to enable NIST to expand their participation in this work and bring a scientist on board to work with Division staff on the project. A specialist engineer has been retained on a contract to assist in evaluating the test data and adapting testing and aging protocols.

To develop a protocol for preserving sound recordings, a second Interagency Agreement was signed with the Department of Energy's Lawrence Livermore Berkeley Laboratory to study the efficacy of digitally imaging sound recording materials, such as wax cylinders and shellac discs, using two- and three-dimensional imaging methods. Issues to be addressed are scanning speed optimizations, measurements of damaged and moldy samples, and comparisons of 2-D and 3-D scans on laterally modulated disc media. If successful, digital imaging techniques will be able to capture many levels of sound from damaged or fragile original materials without further damaging, altering or wearing down the materials.

To expand efforts to preserve and make accessible local newspapers throughout the United States, a third Interagency Agreement marked a collaboration between the US Newspaper Program and the National Endowment for the Humanities to form the US Digital Newspaper Program. Ten cooperative agreements will be awarded to state level institutions to convert to digital form select newspapers from 1900-1910 and to deposit those files with the Library of Congress. This program is intended to assist in developing standards for page-level access to historic newspapers converted from preservation microfilm and as a model for cooperative digital content development.

Finally, Preservation acquired new equipment to further improve housing for all formats of collection for storage, transport, use, exhibition, and processing life-cycles. Two new automatic computer systems were purchased that design, measure and cut custom mats and boxes, thereby reducing time and increasing accuracy and range of techniques and materials used to protect and display collections. Even the most unusual or complicated format items or associated materials can be adequately safeguarded. An automatic mat-cutter can instantly cut any combination of shapes, and a Kasemaker boxmaking system contains a library of 200-300 box styles and allows operators to design new boxes using plastics, cloth, paper, and solid and corrugated board.

### *Core Preservation Programs and their relevance to collections and services*

#### **Conservation**

Conservation Division staff surveyed 4,103,419 special collection items for treatment, digitization, exhibition, and relocation to off-site storage. To make collections from twelve curatorial divisions available for use, staff treated 63,562 books, paper, photographic and mixed media materials, and housed 602,405 items, including audio/visual materials. Preservation staff also prepared 1,377 items for exhibitions worldwide and 31,663 items for the National Digital Library and Internet access. Special highlights included the conservation treatment of Anna Beek's 17<sup>th</sup> c. collection of European fortification and battle plans; two volumes of William Penn's papers; 19<sup>th</sup> c. maps hand-drawn by Inoh Tadataka and representing the first nationwide geographical survey of Japan; political cartoons from the Herblock and Swan collections; and architectural drawings of the Capitol and from the Eames, Walker, and Rudolph collections. Unusual rarities included an oversized NAACP political banner with damaged paint on canvas; Korean metal type with bronze disease, and James Joyce's plaster death mask, which required a custom-designed protective storage box. Other major projects included restoring the Library's top treasures into stainless-steel gasketed cabinets; assessing and advising on packing, transport and storage of the Kislak Collection of Mesoamerican codices and artifacts; and making Signature Books for House and Senate Members, and the general public, to sign on the occasion of President Regan's State Funeral.

In addition, the Division completed the third year of a five-year project to preserve 'at-risk' collections on Capitol Hill. To protect such collections from handling, light and dirt as part of a stabilization initiative, over 588,000 enclosures, folders and boxes were made to house more than 7,900 books, 559,000 paper items, 20,000 photographs, and 14,000 discs, film reels, and magnetic tape cassettes and reels. Important collections completed include Theodore Roosevelt's Presidential Papers, the Margaret Mead and the Wright Brothers Collections from the Manuscripts Division; Prints and Photographs Division's Fenton Photographic Collections and the heavily-used Biographical Files; and American Folklife Center's Aaron Ziegelman Collection of pre-1930's Polish artifacts and the Asian Division's Indonesian Palm Leaf collection, which required custom-made protective boxes. The Jeffersonian-era National Intelligencer newspapers treatments were completed for binding and boxing in preparation for scanning and release on the Internet.

Other multi-year initiatives to protect collections on Capitol Hill included improving environmental conditions, developing specifications for storage and transport, and testing an innovative procedure for strengthening paper. The environmental monitoring initiative with the Image Permanence Institute led to the installation of 95 Preservation Environmental Monitors in all Capitol Hill buildings, to help lower temperatures to slow aging of collections, thereby expanding the life expectancy of 1.3 million items. Data from the monitors has been recorded, evaluated and used to lower the temperature and relative humidity in some locations in order to extend the life of the collections stored in those areas. Maps of the HVAC systems have been made and analyzed for future improvements. The specifications initiative concluded with recommendations for solid metal shelf covers to reduce damage to books stored on older open-slotted library shelves, and modular carts to transport items to and from offsite storage areas, including an oversized cart for large flat items, and an A-frame cart for book boxes and rolled items. The paper strengthening initiative completed a pilot project testing the efficacy of prolonging the useful life of newspaper through mechanical splitting and strengthening by inserting a thin new core paper, and has resulted in successful treatment of 30,000 too-brittle-to-serve documents, at a quarter of the estimated cost.

Additional three-year initiatives to prepare collections for storage in environmentally controlled buildings at Culpeper and Ft. Meade continued. A team of conservators worked with curators of Motion Picture, Broadcast, and Recorded Sound Division (MBRS) and the American Folklife Center to identify over 400 collections earmarked for transfer to NAVCC in Culpeper. To date, 186 collections have been assessed and recommendations have been made for their stabilization and care, and over 1,157,000 selected books, manuscripts, art on paper, maps, photographs, color transparencies, microfilms, motion picture films, and magnetic media have been prepared for moving to Ft. Meade and Culpeper. Two contracts were awarded for move preparation. VidiPax completed work processing over 10,000 reels of film, and processing and rehousing over 600,000 paper objects from the Fox Movietone Collection in preparation for the move. Central Business Group was retained to process and re-can approximately 40% of the 125,000 nitrate films (50,000 cans), now stored at Dayton, Ohio. MBRS preservation specialists inventoried 52,000 items, sorted and evaluated 58,000, treated 10,400, and labeled over 460,000. Research was done on customized housing for cylinder recordings, broken discs, and the paper print collection, as well as analysis of the composition of discs and cylinders. Proposals were made for high-risk collections, such as lacquer discs. Work continued toward developing specifications for film cans that protect contents from acid build-up and moisture penetration, and labels that can withstand cold storage. A second team of conservators continued to prepare collections for moving to Fort Meade, doing assessments, treatments, rehousing, labeling, and development of specifications for new housing materials and techniques for approximately 450 special format collections of about 30 million items. Specifically, assessments were done for 141 collections (2,609,933 items), with 74,182 for bound volumes; 2,214,560 for paper; 313,131 for photos; and 8,060 for mixed media. Surveys were done for 3,198 items: 700 for bound volumes; 807 for photos; and 1,691 mixed media. Housing was completed for 31,753 items: 3,580 bound volumes; 20,560 paper; 7,605 photos; and 8 mixed media. Treatment was done for 3,000 paper items, and labeling was completed for 440 boxes. Both Modules 1 and 2 will house primarily books selected from the general collections, Law Library, and Area Studies collections, although 15% of the space is reserved for items from the Rare Book and Special Collections Division, and the Music Division.

The Division hosted 5 interns from conservation programs in the US, France, Italy, Korea and Japan, and wrapped up its final year of the Getty Preventive Conservation Internship with a Columbia University Preservation Graduate from Puerto Rico. To support increased diversity in the Library and make conservation opportunities available to a broader, more diverse group of professionals, the Directorate in collaboration with the Library's Office of Work Force Diversity completed consultation on web site and CD-ROM highlighting opportunities working with the national collections, and started a new outreach training program by launching a Multi-Cultural Fellowship Program, and accepted the first Fellow. Division staff members were guest lecturers at national and international preservation programs including Spoleto, Italy; Ascona, Switzerland; Ljubljana, Slovenia; Cairo, Egypt; Brisbane, Australia; and Wellington, New Zealand. Staff gave a total of 21 presentations and authored a total of 13 publications. Topics ranged general preservation activities to treatment of iron gall ink and the permanence and durability of Korean hand-made paper.

### **Binding and Collections Care Division**

The Binding and Collections Care Division provided timely commercial bindery preparation, labeling, box making, and repair of Library collections. Library Binding staff sorted 176,151 volumes into binding styles in preparation for commercial binding and sent 212,445 volumes to for commercial library binding. Staff reviewed the quality of 221,130 volumes returning from the commercial binder, and 167,391 pieces were labeled. Staff also conducted serial binding preparation training sessions for Asian and African and Middle Eastern Division staff. They also trained Preservation Reformatting Division staff to input volumes for the preservation facsimile program into the Automated Library Retrieval System. The volumes were sent to the commercial binder for preservation-quality, acid-free paper facsimile volumes and digital images to be produced to the Library's standards. The Section awarded a multi-year library binding contract.

The Collections Care Section continued to repair items from the general and reading room reference collections and make boxes for collections throughout the Library. In fiscal year 2004, 2,541 volumes were repaired and 7,985 boxes were made. The reading room collections served included Music, Asian and Local History and Genealogy. This extensive work was accomplished despite the loss of one permanent Collection Care Technician in the beginning of the second quarter. The Section continued to support the Preventive Conservation Initiatives by supervising the work of four Collections Care Technicians working in the Collections Care Section and Conservation Division. The Head of the Collections Care Section has served as the COTR for a project to rehouse the American Title Map Collection located in Geography and Maps. For the project, History Associates Inc. continued and completed the second of a two-year contract to rehouse 30,000 maps. Due to the project's success, a second contract for these services was developed and has been awarded, and the project will resume in the first quarter of fiscal 2005.

The Section's Preservation Technical Specialist provided two weeks of book repair training for a Preventive Conservation Getty Fellow from the Conservation Division. The intern learned treatment decision-making procedures and techniques, as well as, strategies for identifying and prioritizing collection items. Other education and outreach activities of the Section included providing preservation training for Library Technicians Institute, Federal Library and Information Center Committee, and for Pitney Bowes contract staff in order to avoid damage to collection items being screened for biohazards.

### **Preservation Research and Testing Division**

Research and Testing's Digital Media Research Program continued to focus on several projects to assess the usable lifetimes of optical digital media. The CD-Audio Media Natural Aging project is monitoring the aging properties, in terms of error levels, of digital media in permanent storage under ambient conditions at the Library. The project aims to analyze 125 discs pulled from the collections every three years. Four of the 125 discs were found to have accumulated a block-error rate (BLER) in excess of an acceptable threshold of 250 since the project was initiated over 8 years ago. Although these errors are correctable and all of the 125 discs remain playable, the observed elevation in BLER was significant enough to expand this exploratory project to a full fledged natural aging study with a sample population of over 1000 discs, to acquire results with a confidence limit of 95% or better.

A CD-Audio Media Accelerated Aging project relies on accelerated aging of CD-Audio media over a range of temperature and relative humidity levels. The first phase of this study, which utilizes standard ANSI aging conditions, has just been completed and the compilation of a report on this work is in its final stage. In this phase of the study, the effect of laser-engraving permanent property identification around the central hub area (where no data resides) on CD media, to discourage pilferage, was investigated, and found have no impact on the long-term life and signal stability of CD-ROMs.

In support of national and international standards related to preservation of library materials, Research and Testing Division staff chaired meetings of ASTM Sub-Committee D14.50 on Hot Melt, Pressure-Sensitive, and Archive Adhesives. Revisions were made to two standards, ASTM D3111 and D4497 and submitted for Spring 2005 ballot. Staff also participated in the drafting of a new standard, ASTM WK211 *Test Method for Shear Adhesion Failure Temperature (SAFT) of Pressure Sensitive Adhesives* for Precision and Bias testing, and on the introduction of a harmonized PSTC/AFERA roll-down procedure in ASTM D6463 *Standard Test Method for Time to Failure of Pressure Sensitive Articles Under Sustained Shear Loading*.

Staff also participated in meetings of D14.50.01, Task Group for Pressure-Sensitive Labels for Libraries and Archives, and prepared documents on standards and test methods for physical and chemical properties of Pressure-Sensitive Adhesive (PSA) products, including a chart comparing accelerated aging requirements and test methods. Two new ASTM standard specifications for PSA labels, used with either thermal transfer printers or laser printers for file folders and boxboard, were drafted. In this work staff collaborated with scientists from National Archives and Records Agency, Yale University, New York University, Forest Products Laboratories, and technical representatives of adhesive manufacturers, namely, 3M Company, Flexcon, Data2, Avery, Gaylord, Computype, and Watson Label Products, in order to codify requirements and test methods for permanent archival-quality label stock.

### **Preservation Reformatting Division**

The Preservation Reformatting Division and its programs successfully converted 4,110,945 units (e.g. pages, photographs, posters) of library material through a combination of preservation microfilming (4,038,946 pages or 2,316,219 exposures), preservation facsimile (33,873 pages or 116 volumes), digitization (36,390 pages or 216 works), and other preservation photographic reproductions (1,706 images) for service to the public. The reformatted material was drawn from three Area Studies divisions, seven Public Service Collections divisions, and the Law Library. Collections receiving focused efforts included Arabic language newspapers held by the African and Middle Eastern Division, severely embrittled World War One era military camp publications from the general collections, acetate and nitrate photographs from the Prints and Photograph Division, and brittle monographs identified through use (e.g. loan request, reference request, collection care request) that could not otherwise be served to readers. Preservation Reformatting Division staff continued working with the Photoduplication Service to process material materials for microfilming, collating over 362,598 pages of foreign language material. Most of the Division's collation activity was directed toward newspapers in the custody of the African and Middle Eastern Division and the Serial and Government Publications Division.

The Preservation Facsimile Program replaced 116 embrittled volumes identified through use from the general collections and reading room reference collections. The replacement volumes were preservation-quality, acid-free paper facsimile volumes bound to the Library's standards. Building on FY03 experience with digital files produced through the facsimile duplication process, a pilot hybrid analog/digital effort was undertaken to evaluate potential work processes and vendor performance. Division staff developed an MS ACCESS database to track all activities associated with the selection, preparation (collation), shipping, quality review, invoicing and disposition of facsimile copies and digital files received during the pilot. While significant quality issues with digital files returned by the vendor prevented a larger than intended number of volumes from being treated during the pilot, the overall number of volumes addressed during the pilot represents a 50 percent increase over FY03 levels.

The Preservation Reformatting Division maintained the quality of reformatted products through an intense quality assurance program that involved both regular staff and an independent third-party inspection service provider. Approximately 2,613 micrographic units (e.g. microfilm reels, microfiche) received complete bibliographic inspection while all other units received a more basic level of review. Regular quality assurance feedback was provide to all reformatting vendors in order to correct any identified deficiencies and to ensure compliance with contract requirements. Staff inspected every facsimile volume and all digital files produced through the hybrid brittle book pilot.

Two new reformatting projects were undertaken with the Prints and Photographs Division to address deteriorating photographic materials. High priority deteriorating acetate base negatives were identified for cleaning, stabilization, and reformatting treatment through a contract with Chicago Albumen Works. Under this contract the vendor chemically released the emulsion from the acetate base, cleaned the emulsion layer (the image pellicle), flattened the image for standard duplication, and dried the pellicle for return to the collection. An interpositive, duplicate negative, and digital image of each treated item was received. High priority nitrate negatives stored at Wright Patterson Air Force Base were identified for digitization under a contract awarded to TransImage. High resolution digital images were produced of nitrate negatives identified through customer requests received by the Photoduplication Service and from items identified for exhibition, publication and WEB sites.

An effort begun in FY03 by the Division to better preserve important characteristics of large format color materials acquired by the African/Asian Acquisition and Overseas Operations Division's Rio de Janeiro office was continued through the digitization of posters and microfilming of text documents comprising the twelfth supplement of the Brazil's Popular Groups. This unique collection of newsletters, house reports, brochures and educational materials from all regions of Brazil documents the ideas and activities of organizations and popular movements not available from traditional publications.

In addition, staff continued for another year to further the Library's goal of expanding the role of digitization in library environments, by collaborating with Information Technology Services (ITS) personnel and representatives from the University of Connecticut, Adobe Systems, Eastman Kodak, IBM, LauraTech GmbH, Aware technologies, Lumiere Technologie SA and Data Management Internationale, in exploration of advanced industry and ISO-standard image metadata, and digital item definition and packaging formats. Imaging system/compound document formats that enable quality reproduction of text and halftone image content from original and microfilmed newspapers, maps, posters and other large, complex documents continued to be evaluated.

### **Mass Deacidification Program**

The Library continued providing international leadership to solve the worldwide problem of deteriorating, acidic paper. Achieving an important objective of its Thirty Year (One Generation) Mass Deacidification Plan, the Library was able to make full use for the second year of a new single-sheet treatment cylinder that was installed onsite in the Madison building in August 2002. The single-sheet treater enabled

the Library to deacidify in the past year 1,219,500 pages of non-book, paper-based materials that are too invaluable to be transported to the vendor plant near Pittsburgh where the Library's books continue to be deacidified. At the plant, 299,064 bound volumes were deacidified, including 256,986 monograph books (retrospective collections as well as newly-acquired books in various classes that are printed on acidic paper) and 42,078 volumes from the Library's extensive collection of American comic books.

During fiscal 2004, the Library ramped up treatment to a minimum of 250,000 monograph books, achieving the fourth year goal of a multi-year contract that may enable the Library to deacidify 1,000,000 books in five years. With the successful mass deacidification program in place since 1996, the Library has to date extended the useful life of more than 1,000,000 bound volumes and more than 2,000,000 sheets of manuscript materials from the national collections through utilization of this advanced preservation technology that neutralizes the acid in paper. The onsite Bookkeeper single-sheet treater and an associated spray booth meet all of the Library's published technical, environmental, and safety requirements for mass deacidification. The non-book treatment system is operated and maintained by the contractor.

#### **U.S. Newspaper Program / National Digital Newspaper Program**

During the past twenty-one years, access to newspapers has been greatly enhanced through the United State Newspaper Program's effort to catalog over 168,000 titles and to preserve on microfilming an anticipated 67.5 million newspaper pages. The Library of Congress continued to provide technical support to grant recipients under an interagency agreement with the National Endowment for the Humanities. The National Endowment for the Humanities (NEH) announced U.S. Newspaper Program grant awards of \$1.8 million in FY2004 to fund continuing projects in four states: Illinois (Chicago Area), Michigan, New York and Pennsylvania. Active projects continue in California, Illinois, Tennessee and Virginia. To date, NEH has provided \$51 million in support of USNP projects

During fiscal 04 the Library of Congress and the National Endowment for the Humanities signed a memorandum of understanding and interagency agreement to develop a "National Digital Newspaper Program" (NDNP) to further enhance access to newspapers (1690-present) identified through the efforts of the United States Newspaper Program (USNP) and preserved on microfilm. A team of NEH and Library staff developed program guidelines and technical specification for the selection and digitization of over one million pages from newspapers published in the United States during the period 1900-1910. Following the USNP model, NEH expects to award ten cooperative agreements in FY05 to state level institutions to convert to digital form select newspapers from the 1900-1910 period and to deposit those files with the Library of Congress. The Library will be responsible for developing a repository to aggregate, store and serve the deposited content freely on the Internet. Fifteen project proposals were received by NEH at the close of the fiscal year. This program is intended to assist in developing standards for page-level access to historic newspapers converted from preservation microfilm and as a model for cooperative digital content development.

#### **Honors**

Librarian of Congress James H. Billington was awarded the Forbes Medal for Noteworthy Contributions to the Field of Preservation by the American Institute for Conservation of Art and Historic Artifacts (AIC) on June 12, 2004 as part of AIC's Annual Conference in Portland, Oregon.

Sylvia Albro, Senior Paper Conservator in the Preservation Directorate received a Samuel H. Kress Publication Fellowship to complete for publication on her research on Fabriano paper, which she conducted while a Kluge Fellow at the Library of Congress.

Linda Morenus, Senior Paper Conservator in the Preservation Directorate, received a Christa Ghaede Grant and a Professional Development Award from the American Institute for Conservation of Art and Historic Artifacts to participate in the Hiromi International Washi Tour of Japan.

#### **Staff Changes**

Elmer Eusman was appointed Assistant to the Director of Preservation on April 4.

Mark Roosa, Director of Preservation, resigned on July 7.

Nancy Lev-Alexander was appointed Section Head for Preventive Conservation on August 8.

Dianne van der Reyden was appointed Acting Director for Preservation on September 5.

**Strategic Plan  
2004 - 2005**

**Mission**

The Core Activity on Preservation and Conservation has one major goal: to ensure that significant library and archive materials, published and unpublished, in all formats will be preserved in accessible form for as long as possible. The primary role of the PAC program is to raise awareness: to make information and heritage professionals, governments and the public conscious of the fundamental position occupied by preservation in the management of an institution.

Using its Regional Centers, PAC aims to have a presence worldwide. It will be assisted at national, regional and international levels by cooperation with other professional organizations, institutions and NGOs as well as with IFLA's professional groups, chief among which is the Section on Preservation and Conservation.

The rapidly evolving digital technologies are presenting new challenges which will be included in the activities of the program. PAC's major strategies include training, production and dissemination of information, research and participation in the development of new standards.

Considering the risks threatening the documentary heritage, PAC intends to intensify its participation to cooperative and worldwide programs such as UNESCO's "Memory of the World" and "Blue Shield" Committees.

**Goals**

**1. Develop and re-organize the existing network of preservation professionals**

**(Professional priorities :** *(f) Promoting resource sharing; (g) Preserving our intellectual heritage; (h) Developing library professionals*)

**Actions**

1.1 Reorganize PAC network in creating new sub-regional centres:

- in Latin America and the Caribbean,
- in Africa,
- in Asia.

*Actors:* PAC Paris, PAC Caracas, PAC Tokyo, ABINIA, ACURIL,  
National libraries of Brazil, Chile, Trinidad & Tobago, Benin, South Africa, China

*Agenda:* 2004

1.2 Investigate the need for additional PAC centres or new partnerships within:

- North America
- Africa
- The Middle East
- Asia

*Actors:* PAC Paris, PAC Washington, Regional Section Asia

*Agenda:* 2005

**2. Raise awareness of preservation issues, train staff and technicians, produce and disseminate information, and encourage people to respect the documentary heritage**

**(Professional priorities :** *(g) Preserving our intellectual heritage; (h) Developing library professionals*)

**Action**

- 2.1 Publish PAC newsletter "International Preservation News", and PAC collection "International Preservation Issues" with an increased number of translations.

*Actors:* PAC Paris, plus PAC Regional Centers, ICA Committee on Preservation

*Agenda :* three times a year

- 2.2 Reorganise the distribution of IPN within the new PAC centres, update and develop the existing mailing lists.  
*Actors :* All PAC centres  
*Agenda :* first semestre 2004
- 2.3 Promote the development, implementation and updating of disaster plans among national libraries.  
*Agenda :* - establish a questionnaire and launch a survey → 2004  
- implement the establishment of disaster plans → 2005  
*Actors :* PAC, Section PAC, CDLN, CENL, ABINIA, Section on National Libraries, National committees of the Blue Shield.
- 2.4 Encourage United Nations State Parties to sign the Hague Convention and Protocols for the Safeguard of Cultural Heritage in the Event of Armed Conflicts and Natural Disasters.  
*Actors :* PAC , Section on National Libraries, CDNL, CENL, ABINIA  
*Agenda :* 2004-2005

### **3. Assess needs in preservation through surveys and promote the development of national and international standards, guidelines and best practice in the field of preservation**

**(Professional priorities :** *(f) Promoting resource sharing ; (g) Preserving our intellectual heritage; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice*)

#### **Action**

- 3.1 Additional survey on newspapers in Africa  
*Actors :* PAC (Paris, Cape Town, Porto Novo), Section on Newspapers, Regional Section -Africa.  
*Agenda :* - establish a new questionnaire and distribute it → end of 2003  
- study answers → June 2004  
- suggest recommendations → end of 2004  
- plan and implement future preservation or reformatting actions, raise funds → 2005
- 3.2 Co-operate in the elaboration and publication of a *Register of existing standards, guidelines, codes of best practice in preservation, in print or electronic form*, indicating in which language.  
**ACTORS :** PAC, SECTION PAC, ICCROM, ICA, CRCDG, BNF  
*Agenda :* 2003-2004
- 3.3 Promote the translation of *IFLA Principles on the Care and Handling of Library Materials* into Chinese.  
*Actor :* Shangaï Library  
*Agenda :* August 2004
- 3.4 Translate the *IFLA Package on the Care, Handling and storage of Photographs* into French and publish the package in a trilingual version (English-Spanish-French)  
*Actor :* PAC Paris  
*Agenda :* June 2004
- 3.5 Translate IPI 4 /A Blue Shield for the Protection of our Endangered Cultural Heritage into Spanish.  
*Actor :* PAC Caracas  
*Agenda :* 2004

### **4. Encourage scientific research on the causes of deterioration of library documents in all formats, including digital materials and promote reformatting as a preservation option.**

**(Professional priorities:** *(b) Defending the principle of freedom of information; (f) Promoting resource sharing; (g) Preserving our intellectual heritage; (h) Developing library professionals*)

#### **Action**



- 4.1 Promote the use of permanent paper.  
*Actors:* PAC, Section PAC  
*Agenda :* 2004-2005
- 4.2 Continue the Digitization of the Latin American Newspapers from the 19<sup>th</sup> Century  
*Actors :* PAC Caracas, ABINIA, Andrew Melon Foundation  
*Agenda :* 2004-2005

**5. Develop a policy of coordinated activities with institutions, with national or international organizations, with NGOs as well as with information professionals interested in the preservation of the documentary heritage**

**(Professional priorities:** *(b) Defending the principle of freedom of information; (f) Promoting resource sharing; (g) Preserving our intellectual heritage; (h) Developing library professionals)*

**Action**

- 5.1 Organize workshops on disaster preparedness: Advocate and take preventive measures to minimize damage caused by natural disasters in the Caribbean area  
*Agenda* → May 2004 in Trinidad & Tobago  
 → 2005 in Cuba  
*Actors:* PAC Trinidad & Tobago, PAC Caracas, PAC Washington & PAC Paris in co-operation with ACURIL, NL Cuba
- 5.2 Promote the setting up of National Blue Shield Committees in co-operation with ICOM, ICOMOS, ICA  
*Actors:* all PAC Centers, Section on National Libraries,
- 5.3 Publish a CD ROM on the Gran Colombia Newspapers that circulated between 1820-1830  
*Actors:* PAC Caracas, Mellon Foundation
- 5.4 Elaborate and implement co-operative preservation projects concerning Cuban libraries and archives through PAC participation in SSRC Advisory Board.  
*Actors:* PAC Paris, PAC Caracas, SSRC (Social Science Research Center, USA)  
*Agenda:* 2004-2005
- 5.5 Cooperate with ICA (International Council on Archives)  
*Actor :* PAC Paris (member of ICA Committee of Preservation in Temperate Climates)  
*Agenda :* meeting in Estonia on preservation during exhibitions, June 2004
- 5.6 Cooperate with ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) .  
*Actor:* PAC Paris  
*Agenda:* joint meeting ICA, IFLA, ICCROM in 2005
- 5.7 Cooperate with UNESCO (Memory of the World Sub-Committee of the Register)  
*Actor :* PAC Paris  
*Agenda :* Meetings of Sub-Committee and evaluation of proposals: 2004-2005  
 Meeting of International Advisory Committee in China: June 2005
- 5.8 Cooperate with EPA (Ecole du Patrimoine Africain)  
*Actors :* PAC Paris, and PAC Porto Novo, PAC South Africa  
*Agenda :* 2004-2005

**Marie-Thérèse Varlamoff**  
 October 9, 2003

# MINUTES OF THE JOINT MEETING OF PAC ADVISORY BOARD AND PAC DIRECTORS

**BUENOS AIRES, AUGUST 24, 2004**

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

It is the first time that the meeting is gathering PAC Advisory Board and the Directors of the PAC Regional Centres.

## **1. Sissel Nilsen, Chair of the Advisory Board welcomes the participants who introduce themselves.**

### - AB members:

- *Sissel Nilsen* (SN), member of Governing Board, Norway ;
- *Jan Fullerton* (JF), National Library of Australia, Australia ;
- *Renée Herbouze*, (RH), Bibliothèque nationale de France (BnF), France ;
- *Deanna Marcum* (DM), Library of Congress, USA ;
- *John McIlwaine* (JMI) University College London, United Kingdom ;
- *Ellen Namhila* (EN), Library and Archives Service, Namibia.
- *Jianzhong Wu* (JW), Shanghai Library, China ;

### - PAC Directors:

- *Beatriz Briceño* (BB), representing Orietta Palenzuela Ruiz, Bibliotheca nacional, Venezuela,
- *Ximena Cruzat* (XC), National Library of Chile, Chile ;
- *Pam Gattenby* (PG), representing Colin Webb, Australia ;
- *Johann Maree* (JM), University of Cape Town Library, South Africa ;
- *Masaki Nasu* (MN), National Diet Library, Japan ;
- *Olga Sinitsyna* (OS), representing Natasha Goncharuk, Library for Foreign Literature, Russia ;
- *Marie-Thérèse Varlamoff* (MTV), IFLA-PAC, Bibliothèque nationale de France, France ;
- *Xiangdong Yan* (XY), representing Chen Li, National Library of China, China ;
- *Celia Zaher* (CZ) , National Library of Brazil, Brazil ;
- *Patricia Zephyrine* (PZ), National Library of Trinidad and Tobago.

### - Observers:

- *Nancy Gwinn* (NG), Chair of the Section PAC

### - Excused:

- *John Dean*, Cornell University, USA

## **2. Tasks of the Advisory Board**

### 2.1 Funding

PAC gets the greatest part of its funding from IFLA (salary of Corine Koch, PAC officer) and from the BnF who pays for the salaries of Marie-Thérèse Varlamoff, Programme director and Isabelle Fornoni, secretary.

2.2 PAC budget divided between IFLA and BnF as indicated in financial annex signed each year between BnF and IFLA concerns salaries, travel expenses and publications.

Decision: MTV to send copies of budget to all Advisory Board members and PAC directors.

2.3 SN underlines the efforts of the BnF which has been hosting PAC since 1992 and is willing to host it on. SN thanks BnF Director, Jean-Noël Jeanneney for his positive attitude.

2.4 MTV will retire in March 2006. RH explains that the BnF will look for a suitable candidate to succeed her.

## **3. Evaluation of Core Activities**

This evaluation is two fold and starts with a self assessment by each Core Activity. The date for returning the self assessment is unknown. SN suggests to wait until next Governing Board (GB) meeting in December.

Decision: MTV to send the evaluation framework form to all directors of PAC Regional Centres and Advisory Board members.

#### **4. New PAC Regional Centres**

4.1 Three new PAC Centres hosted by the respective National Libraries of Brazil, Chile and Trinidad & Tobago are created in Latin America to support the original PAC centre in Caracas.

- Brazil, director: Celia Zaher
- Chile, director: Ximena Cruzat
- Trinidad & Tobago, director: Patricia Zephyrine.

4.2 A PAC Regional Centre is created at the National Library of China, responsible for China. Director: Chen Li.

4.3 A PAC Regional Centre is created in South Africa, and will be responsible for Southern Africa. Director: Johann Maree.

4.4 A PAC Centre for French-speaking African countries to be established soon in Benin. Director: Francis Zogo.

4.5 The creation of other PAC Centres is discussed

4.5.1 Thailand. MTV had been approached a few years ago by Thailand to set up a PAC Centre on the preservation of palm leaf (Manuscripts). The idea of having a centre dedicated to this specific kind of support, quite common in the Asian area, is supported by Jan Fullerton & John McIlwaine.

Decision: MTV and PAC Centre in Australia to contact Thai and Indonesian colleagues.

4.5.2 The establishment of a PAC Centre for the Maghreb and the Middle East (presently under the responsibility of PAC Centre in Paris) is discussed. Saudi Arabia and Egypt could be a possibility. Turkey could be a mediator.

Decision: To be discussed later on, when the newly established PAC Centres are fully working.

4.6 MTV suggests to create, under the umbrella of the Library of Congress, a network of preservation specialists from North American libraries. Cornell and Johns Hopkins have already agreed.

Decision: DM to prospect for other libraries in Canada, California...

#### **5. Reports from PAC Regional Centres**

cf annex

#### **6. Publications**

6.1 International Preservation News

Three issues published since Berlin. MTV calls for more collaboration and articles from the various PAC centres.

6.2 International Preservation Issues (IPI) n°5

Guidelines on Photographs updated by M. Roosa. Trilingual publication. English, French, Spanish available on request.

IPI n°6

Project of a Basic Manual on Disaster Planning: joint publication IFLA/ICA. MTV to work with J. McIlwaine.

Decision: All PAC centres to update their mailing lists by December 2004 for the distribution of IPN & IPI. PAC centres are encouraged to send news to IPN every month.

### 6.3 Translations

6.3.1 IPI n°1 Principles on the *Care and Handling of Library Material* has been translated into Albanian, Arabic, Croatian, French, Greek, Italian, Japanese, Polish, Portuguese, Russian, Slovene, Spanish. Further translations expected in Bhasa Malaysi, Chinese, Romanian and Turkish.

#### 6.3.2 IPI 4 on Blue Shield

Decision: to be translated into Chinese, Russian, Japanese by corresponding PAC centres.

6.4 *Register of Standards and Guidelines on Preservation* by J. McIlwaine will be put on the IFLANET (pdf version).

## 7. Training

7.1 MTV reports on 2 workshops on disasters

- in Mexico – October 2003 - on earthquakes in collaboration with UNAM ;
- Trinidad & Tobago – May 2004 - on natural disasters in collaboration with National Library & PAC Centre.
- Announces a workshop in Cuba with National Library in February 2005

7.2 Johann Maree reports on a workshop in Cape Town – November 2003

7.3 Other workshops envisaged

Paris, September 27-October 25, 2004 organised by BnF in collaboration with PAC

## 8. JICPA

Ellen Namhila complains that: “Africa does not understand preservation”. December 2003 : A declaration by ministers (Botswana, South Africa, Mozambique) to discuss the issue. They expect a commitment from top to bottom. ICA is holding its conference in Vienna August 2004. The issue will be discussed there too. MTV suggests that PAC can take over part of JICPA missions through the newly created PAC Centre (South Africa, Benin) with the support of PAC Paris.

Ellen Namhila underlines:

- the necessity to work on Legal Deposit
- the fact that with a sector developing so quickly, no control is possible.

## 9. PAC directors meeting to be convened during winter 2005/2006.

General agreement to MTV’s suggestion to hold a specific meeting gathering all PAC directors

OS proposes to host it in Moscow

CZ suggests to hold it in Paris, where it is more central and easier to reach for most directors.

Decision: MTV to present the project to the BnF for approval.

## 10. Meeting in Oslo

Decision: to organise a similar joint meeting in Oslo. Words thanks to S. Nilsen for chairing the meeting. Although S. Nilsen will retire in December 2004, she will keep up her involvement in IFLA and the Governing Board for the rest of the period, and she will attend the meeting in Oslo next year.

<b>ANNEX</b> <b>Brief reports from PAC centres</b>
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They had been requested to focus on:

- difficulties
- main successes
- priorities for the future

### 1. Canberra, Australia

Cf. separate sheet

## **2. Tokyo, Japan**

**CF. SEPARATE SHEET**

## **3. Washington DC, USA**

3.1 Mark Roosa, director of PAC centre has left the Library of Congress and is now Dean of the University Library of Pepperdine University in California. Diane van der Reyder, Head of Conservation is acting director until a new director for preservation is nominated.

3.2

- IPI 4: update and translation into Spanish
- Developing guidelines for digital preservation
- Developing a very large A.V Conservation Centre in Virginia together with a laboratory which will do work for other institutions.

3.3

- AV collections will be moved from Washington to Virginia in 2005. The centre will be operational in 2006.
- Laser technology is used to record
- Emulation of recordings - Tracks on sound recordings

## **4. Port of Spain, Trinidad & Tobago**

4.1 Pamela Benson, Director of National Library of Trinidad & Tobago, Director of PAC Centre has retired in June 2004. She is replaced in both position by Patricia Zephyrine.

4.2 A pre-conference at the ACURIL Conference (May 23-29) on "Mitigating the Consequences of Natural Disasters for the Caribbean" was organised in co-operation with PAC Centre Paris and held at the National Library of Trinidad & Tobago on May 21-22.

4.3 NALIS was in the process of discussing with OCLC their consulting services for preservation as well as discussing with a Preservation Librarian at a US university his proposed visit to Trinidad & Tobago to conduct a preservation assessment of our needs which will include training in the conservation of print materials.

## **5. Moscow, Russian Federation**

5.1 PAC Director, Galina Kislovskaya has left the Library for Foreign Literature for the Russian State Library in Moscow. She has been replaced by Natasha Goncharuk, unable to attend the meeting in Buenos Aires and represented by Olga Sinitsyna.

5.2

- Microfilming of newspapers is the big issue. Digitisation of microfilms has started.
- Digitisation of AV archives
- Co-operation with Kazakhstan, Central Asia, Baltic States, Coblenz, Germany (floods).

## **6. Caracas, Venezuela**

6.1 After a few months of uncertainty a new Director, Orietta Palenzuela Ruiz, has been nominated. Unable to attend the Buenos Aires meeting, she was represented by her director at the National Library, Beatriz Briceño.

6.2

- The Preservation Centre and PAC Centre have moved and are now hosted in the main building at the Foro Libertador in Centre City
- The project of newspapers.

## **7. Santiago, Chile**

## **CF. SEPARATE SHEET**

- 7.1 Ximena Cruzat could not attend the meeting with other Latin America PAC directors organised on Saturday August 21.
- 7.2 An assessment of the state of preservation at the National Library of Chile had been conducted by North American colleagues which gave guidelines. Ximena Cruzat is concerned about placing back up collections in different buildings.

Chile advocates the use of microfilm rather than digitisation

The National Library of Chile trains its staff regularly.

The National Library of Chile initiated the creation of a Chilean Committee of the Blue Shield.

- 7.3 Strategy for the future to be developed in the coming month.

## **8. Brasil**

8.1

- Assistance to Bolivia, Paraguay with funding from ABINIA
- Work on digitisation. An agreement has been signed with Library of Congress.
- A digital preservation course in co-operation with Unesco in 2003 gathered 70 participants

8.2

- Catalogue of periodical collections to be accessible within two months
- Building of a safe vault for microfilms
- Another course will be organised in Panama.
- Organisation of regular courses for Bolivian (15 courses during past year) sponsored by the National Library and State.

## **9. China**

9.1 PAC Director unable to attend the meeting and represented by Xiangdong Yan. The centre was officially established in April 2004.

- Lack of awareness,
- Lack of professional personnel,
- Lack of money.

9.2

- Establishment of a network of libraries (40 libraries are listed)
- Article for IPN
- Ongoing translation of IPI n°1 (IFLA Principles for the Care and Handling of Library Material) & IPI n°2 (IFLA/UNESCO Survey on digitisation & Preservation).
- Research on :
  - On line material
  - Preservation of Chinese rare books
  - Survey on the state of preservation in China

9.2 International symposium in Korea – November 2004 (gathering participants from Japan, Korea and China).

9.3.1 Workshops on training of personnel.

## **10. Cape Town, South Africa**

10.1 Training is a critical area. The workshop organised in November 2003 in Cape Town gathered 30 participants.

Another workshop on digital preservation was organised in Gaborone.

10.2 Organisation of a workshop on disaster preparedness in September 2005 in co-operation with PAC Paris.