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## Preservin' the South

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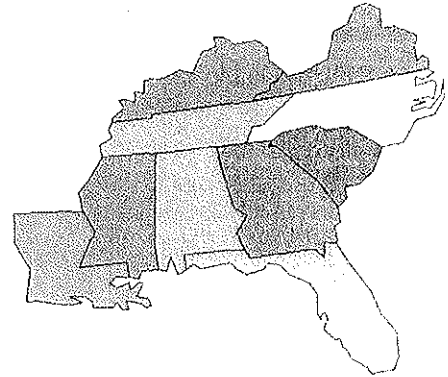
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# Preservin' the South

Preservation News by Christine Wiseman

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## New Resources on Digital Topics

Many institutions are looking for guidance when it comes to creating, managing, and preserving digital collections. Several new resources attempt to provide practical advice and establish best practices for libraries and archives undertaking digital imaging projects and developing a strategy for long-term file management.

*Moving Theory into Practice: Digital Imaging for Libraries and Archives*, (Edited and principally written by Anne Kenney and Oya Y. Rieger. Mountain View, CA: Research Libraries Group, 2000. Softcover, \$80, \$72 for RLG members.) a primer on digital imaging projects, is the latest offering from Cornell University, who remain one of the leaders in imaging practice and research. Although fairly technical, the manual provides practical advice on selection, conversion, quality control, metadata creation, image processing, systems building, access, preservation and management. *Moving Theory into Practice* is a companion to the weeklong workshop of the same title, but stands on its own as a reference work.

There is also an online digital imaging tutorial <<http://www.library.cornell.edu/preservation/tutorial/>> that is intended for use in conjunction with the book and workshop; however, it also stands alone as introduction to key concepts of imaging.

*Preserving Digital Information: A How-To-Do-It Manual* (by Gregory S. Hunter, Neal-Shumann Publishers, softcover, \$64.95) discusses the challenges librarians and archivists face in preserving electronic information on disks, networks, CD-ROM's, and other electronic media. The manual shows how to apply best practices when managing long term storage of digital collections.

The Northeast Document Conservation Center's latest publication, *Handbook for Digital Projects: A Management Tool for Preservation and Access* is now available in full text on the NEDCC website at <<http://www.nedcc.org>>.

*Digital Print Identification Website* < <http://aic.stanford.edu/conspec/emg/juergens/>>. This site is sponsored by the Electronic Media Group of the American Institute for Conservation (AIC) and features a guide to aid in differentiation between the most common hardcopy digital printing formats. It also includes a database of print characteristics. The site is designed to be regularly updated so to keep up with advances in printing technology.

#### Online Resources about Audio Preservation

The preservation of sound recording collections is complex and challenging due to the wide range of formats, technological obsolescence, and high cost of preservation reformatting. Two new online sources should aid librarians and archivists in dealing with issues associated with preserving audio collections.

A new topic area (contributed by the ALA Preservation and Reformatting Section's Photograph and Recording Media Committee) on the preservation of audio materials has been added to Conservation Online (CoOL) <<http://palimpsest.stanford.edu/bytopic/audio/>>. The site includes bibliographic references and full text documents related to standards, formats, and digital audio, as well as links to related organizations, mailing lists, and resources at other sites.

Also prepared by the PARS Photograph and Recording Media Committee, is *Audio Preservation: A Selective Annotated Bibliography and Brief Summary of Current Practices*. This publication is available on the ALA website <<http://www.ala.org/alcts/publications/audiopres.pdf>> , and addresses preservation of sound recordings of all formats from wax cylinders through digital files.

#### Regional Alliance for Preservation Web Site Updated

The website for the Regional Alliance for Preservation (RAP) <<http://www.rap-arcc.org>> has been updated and revised. The site provides comprehensive access to the publications and services of the nation's nonprofit field services programs and regional conservation centers. The site focuses on providing support for training and outreach. Highlights include an extensive annotated bibliography of publications, technical leaflets, and contact information for all RAP participants.

#### NISO Standards Online

All National Information Standards Organization (NISO) publications are now available for free in downloadable PDF format from the NISO website <<http://www.niso.org>>. There are a number of preservation-related standards and reports on topics including library binding, environmental guidelines, and paper permanence.

#### Comprehensive Bibliography of Preservation Literature Published

After nearly ten years in the works, a comprehensive bibliography of preservation literature by Robert Schnare, Jr., Susan Swartzburg, and George Cunha is now available from Scarecrow Press. The *Bibliography of Preservation Literature: 1983-1996* includes over 5300 citations and costs \$89.50. The majority of the entries are annotated. The citations are divided into two sections: printed works and media formats (VHS, audio tape, film, etc). There is also an essay on preservation management, a glossary of acronyms, and author and subject indexes. See <<http://www.scarecrowpress.com/ISBN/081037129>> for ordering information.

## 2001 Hurricane Season Predicted to be Active

Hurricane season begins June 1st and runs to November 30. It is time again to update, or develop in some cases, your institution's disaster plan. Most hurricanes are formed in August and September; however, experts predict that this season will see hurricane formation earlier than usual. Now is the time to inventory and replenish disaster supplies, update emergency phone lists, review recovery procedures, trim trees and remove loose debris around the perimeter of your building, and verify contact information for outside disaster recovery services.

Experts predict that the 2001 Atlantic hurricane season is likely to be more active than the long term average (100 years), yet slightly less active than then past four years. Storm predictions include 10 named storms (average is 9.3), 6 hurricanes (average is 5.7) and 2 intense hurricanes (average is 2.2), defined as Saffir-Simpson category 3, 4 or 5 with winds above 110 mph. Experts predict above average probability of landfall in the U.S. According to landfall predictions, the entire U.S. coastline has a 65% chance (up from 60%) of a major hurricane (category 3-4-5) making landfall. The U.S. east coast, including Florida, has a 46% chance (up from 39%), the Gulf Coast, from the FL panhandle to Brownsville, TX has a 37% chance (up from 34%), and the Caribbean basin a 10% chance, which is average for the area. All of these predictions are well above the 100-year average.

The Southeast has experienced significant storm damage in the past several years. Four of 1998's 10 hurricanes impacted the Southeast: Earl, Bonnie, Georges, and Mitch. Georges is ranked by the Federal Emergency Management Agency (FEMA) as the costliest hurricane to date, causing \$2.5 billion in damage. In 1999 there were 8 Atlantic hurricanes, Floyd, which caused severe flooding in North Carolina, was the 4th costliest hurricane.

The safety of an institution's staff and patrons is of paramount importance before, during, and after a disaster. Build ample time into your disaster plan for staff to prepare the building and collections, keeping in mind that they will need time to protect personal property and possessions in the event of an evacuation. Preparedness is core to FEMA's Project Impact, which focuses on building disaster resistant communities through promoting awareness and forming public-private partnerships. The purpose of this project is to create communities that can recover quickly after a disaster, and through preparedness to reduce loss of life and property. Contact FEMA to find out whether your institution is located in a designated Project Impact community or to learn about how your community can participate.

Preparation and preparedness is the key to survival and protection of library and archival collections in the event of a hurricane. Although damage cannot be entirely prevented, it can be mitigated by preparedness. The potential for damage to library and archival collections is directly related to the construction of the building housing the collections. A structural engineer or architect can advise on building improvements such as roof bracing or installation of hurricane shutters to make a building more resistant to storm damage.

Since hurricanes usually approach with several days warning, an institution can stage its preparedness activities according to the level of warning. For example, when a hurricane watch is announced you have approximately 36 hours notice. At this time begin to brief employees, contact outside contractors and local freezer services, and identify shelters. When the announcement is elevated to a warning (hurricane is possible within 24 hours) the more labor-intensive precautions should be undertaken such as installing shutters, removing loose objects from building grounds, and covering and moving collections. These measures of protection will be impossible to implement in such a short period of time without advance planning.

For more detailed information about what to do before, during, and after a storm see the excerpt from Mike Trinkley's "Hurricane! Surviving the Big One" on the SOLINET website:

<[www.solinet.net/presvtn/disaster/disastsv.htm](http://www.solinet.net/presvtn/disaster/disastsv.htm)>.

In order to facilitate preparations the following websites may be of assistance:

Colorado State University, Department of Atmospheric Science <[typhoon.atmos.colostate.edu](mailto:typhoon.atmos.colostate.edu)>  
Federal Emergency Management Agency <[www.fema.gov](http://www.fema.gov)>  
National Hurricane Center <[www.nhc.noaa.gov](http://www.nhc.noaa.gov)>  
National Task Force on Emergency Response <[www.heritagepreservation.org/programs/taskfer.htm](http://www.heritagepreservation.org/programs/taskfer.htm)>  
SOLINET Preservation Services <[www.solinet.net/presvtn/preshome.htm](http://www.solinet.net/presvtn/preshome.htm)>  
CoOL (Conservation OnLine) <http://palimpsest.stanford.edu/>  
Under the heading "Conservation Topics" see [Disaster planning and response](#)

Especially useful as a quick reference:

A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials

(Selected Reprints issued by Smithsonian Institution, National Archives and Records Administration, Library of Congress, and National Park Service) <http://palimpsest.stanford.edu/bytopic/disasters/primer/>

### Report on Preservation Metadata

OCLC (Online Computer Library Center) and the Research Libraries Group have collaboratively produced a report "Preservation Metadata for Digital Objects: A Review of State of the Art." The 50- page report developed by an international working group proposes a comprehensive metadata framework applicable to a broad range of digital preservation activities. The report is mounted on the "Digital Preservation Commons" web page on the OCLC site dedicated to promoting discussion and research about best practices for digital preservation and archiving. See [www.oclc.org/digitalpreservation/](http://www.oclc.org/digitalpreservation/).

NEDCC's School for Scanning is coming to Florida. The three-day conference is scheduled for December 3-5, 2001 in Delray Beach. The conference provides current, essential information for managers of paper-based collections seeking to create, manage and preserve digital assets. Cost is \$400, see the NEDCC website for registration information [www.nedcc.org](http://www.nedcc.org).

### New NISO Guidelines

NISO (American National Standards Organization) recently published "Guidelines for Information about Preservation Products" (Z39.77-2001). This new standard identifies the information vendors should feature in catalogs and promotional literature describing products used to store, bind, and repair a variety of library and archival materials. The publication of this standard should promote and encourage the use of consistent language by vendors of conservation and preservation supplies so that customers can more easily evaluate the quality of supplies. The standard is available for free downloading in PDF format, or it can be purchased in hard copy. See [www.techstreet.com/cgi-bin/detail?product\\_id=879717](http://www.techstreet.com/cgi-bin/detail?product_id=879717).

