

PRESERVATION STEWARD SESSION

>> [The event is on a break to reconvene at 9:40 a.m.]

>> [Captioner Standing By]

>> [Silence]

>> [Captioner Standing By]

>> Morning, everyone. Thank you for joining preservation steward, managing your collection. The name is Susie and I'm Supervisor manager analyst them the program and systems unit at GPO. One of my major roles is GPO partnership Coordinator, so have the pleasure of working directly with all of the preservation steward's and all of our partners. This morning you will hear from three preservation stewards on how they are managing their preservation steward collections. Our speakers represent collections of both regional and selected libraries, and collections of various size and scope. The first speaker is Brett Abercrombie, federal document Coordinator at Indiana State Library. You will be followed by Dominic, government information and STEM library at Arkansas State library of. Karen [Indiscernible], government information Coordinator at: Rater school of mines will be the final speaker. We will have time for questions at the end of all presentations.

>> Before return the podium over to Brent I wanted to share Fiscal Year 2019 preservation steward recap. For anyone new to the FDLP or who has not heard the term, preservation steward before I will start by sharing a little background. A preservation steward is a library that makes a commitment an agreement with GPO to retain a specified portion of its depository selection. Takes on additional responsibility of preserving that material. Preserving the material includes: Preventive preservation and conservation transmittals. The agreement will be review by GPO and steward three years after signing to see if there are any changes needed. As a preservation steward library agrees to provide GBO with item-level inventory of their survey completed condition assessment [Indiscernible - low audio]. Ensure the items are catalogued, and identify the items of the preservation copy and catalog [Indiscernible - low audio]. Blue the items in the collection care program of the library it's a library has preservation program, notify us immediately if there has been any change to the condition to the items due to damage or disaster or has been a location change. Every three years conduct a condition assessment. As of today there are 39 libraries as preservation story -- stores. While this is an amazing commitment we still the more libraries to step-up and preserve their collected. Hopefully, this morning's preservation -- presentation will encourage those. We've had our first a title, the public papers eligible for regional discard as of August. You want to thank the preservation stewards for the title. State law library Mississippi, North Dakota State University, Queens Borough Public Library, law library of SAN Bernardino County, University of Maine and Indiana State library. During the last year nine libraries have become preservation stewards. I want to thank the depository coordinators and staff at the University of Alabama, Huntsville, Idaho State University, Jerome Hall law library at Indiana University, Austin State University, McNeese State University, Hubert center at Louisiana State University, Syracuse University, Georgia Southern University, and East Carolina University. These libraries our preserving a wide variety of government publications. This fall and winter marks the three-year mark since we started the preservation steward program, and it will be the three-year anniversary for several stewards. At the three-year mark GPO library take time to review the agreement to see if changes are needed. It's also opportunity to assess our collection. That assessment will take the form of 10 questions which are on the slide. We have input from the preservation stewards and from the depository library counsel as we develop questions. Random physical condition assessment will only be needed it preservation steward has seen indications of [Indiscernible - low audio], vandalism, water damage or other damage. A link to

the survey will be sent too each preservation steward upon three-year anniversary. We use the same software you are currently using for the survey. Any changes to conditions, location or scope of the collection will be reflected in the preservation steward inventory which is currently of the Partnership page of FDLP.gov and future will be in items and holding records in the CDP. This year has also seen a number of new promotional materials for preservation stewards to use to promote themselves. Many thanks to Kelly and Jamie, GPO for developing and designing this material. On the right is an image of the [Indiscernible] staff a poster. You put it at the end cap holding preservation storage collection or elsewhere in library to raise awareness of the important role you're pain. They're also tend to do downloadable images you can use on the library's website and social media or print materials. Those images are available for free on the Partnership page in FDLP.g ov. Was a great bookmarks the libraries can use to promote themselves as preservation stewards, and all preservation stewards [Indiscernible] bookmarks that we have more in the closet in my office, so if you need more let me know. Finally, we have index cards highlighting the benefit serving as preservation steward and GPS trouble. And as we go to conferences hand them out. One of them is available in your registration package. If you would like extra copies to take back to your libraries I have some with me and I can also mail them to you. If after today's presentation you want to talk more about the preservation steward program and how your library can take part, please stop David or I during the rest of the conference call or reach out to us via the e-mail on the slide. We would love to talk to you. I will now turn it to Brent Abercrombie [Indiscernible - low audio].

>> Hello, and good morning. My name is Brent Abercrombie. And the regional Coordinator for the State of Indiana. Today I want to talk about the Indiana State library experience of becoming a preservation steward. My objectives for today's presentation is to provide an overview of the preservation steward process, explain how I became a preservation steward to my administration, [Indiscernible] library lessons that we learned, and to get some recommendations. Here is an exterior shot of the Indiana State library originally built in 1934. We expanded in 1976, and have had renovation [Indiscernible - low audio]. A little bit more about the Indiana State library, as a mentioned. It is the regional depository for the State of Indiana. There are 33 library's in the State in FDLP with 32 of them being [Indiscernible - low audio]. The State library is a State A gency. Our community, are outreach, who we serve is the entire State of Indiana [Indiscernible - low a udio]. Some unique features about our library, we are a close stab library. We have very few titles that are out for public browsing. The majority of our material has to be [Indiscernible - low audio] from staff member. Additionally the library happy that we have a preservation lab and full-time conservator on staff inside our building that can handle any conservation or preservation concerns that we have. We have a lot of expertise in our building. Additionally, and is unique to our State, we have assigned light archive agreement with three other universities in the State of Indiana, and the details are very similar of what we do with becoming a preservation steward. And thinking about how to sell the idea of becoming a preservation steward my two thought were: What should we do this? Why do I care? Bigger the government documents community, being a preservation steward ensures the preservation of government information in raising awareness that your library is part of FDLP. And your participation will enable GPO to also implement another program called the regional discard program. Little bit more specifically, what a way care? I think it raises awareness of the government documents collection. There are times and chatting with colleagues government documents can sometimes be an overlooked aspect of your life. A lot of staff members know it exists. Any chance we have in government documents collection. One of the Stats. for becoming a preservation story? First [Indiscernible - low audio]. Express interest in becoming [Indiscernible]. For the library we had a unique and expressing interest. GPO's outreach staff, Jamie has was during libraries in the State of Indiana. The Indiana State library being one of them, and she was during our library talking about the preservation steward program. We have our federal documents material. We are a closed stack library.

We have preservation lab and a conservator. She thought we would be a great preservation steward candidate. We showed interest she reached out and contacted Susanne. Days later [Captioner has lost audio. Please stand by while re-establishing audio.]

>> In effect there will be two copies of government information available about the State. Playing a last resort in case State library had a disaster or one of the University libraries had a disaster there was always a second copy. The fact that we as a State had already gone through that and library Director had already signed off, I felt very confident that the library valued the preservation of government information. For me the concern was we are an official State Agency. Can we sign essentially is a contract with GPO? Only one way to find out. I asked. I set up a meeting with my library Director, and included our Legal Counsel and explained what I wanted to do and why I thought it was a good idea. My administration also agreed that it was very important to preserve government information. I sent them a sample where I provided them a sample of the Memorandum of Agreement for them to look over. And then I explained we could at GPO tweak the language to make sure that both parties are agreeable. Luckily, that turned out to not really be an issue once we [Indiscernible - low audio] with them. Then for selecting the first title or serial, which is the patent does that, I really see that as low hanging fruit, too be completely honest, so I wanted to search our vault. We prioritized, we put a lot of value in our historical federal documents collection, so I went to our ranges and I found of the serial. It was all together. We had a complete run. The material was in really good condition, and then, additionally, we had to have the serial on microfilm. And then I could also find it on [Indiscernible - low audio] and realized that not an official [Indiscernible - low audio] digital repository. [Indiscernible - low audio] needed the information of value of the material that would work in providing access. That was the title I agreed too. GPO gave us the sample spreadsheet. Pretty straightforward. Call number call volume, title, date, condition of it. All of those pretty straightforward. We did have one [Indiscernible - low audio] center. At the State library we catalogued all of our pre- 1966 material in [Indiscernible] and not using [Indiscernible]. Luckily, we did not want to convert [Indiscernible] to [Indiscernible]. Luckily, GPO did not have an issue with that so we just used our local call number and build-out all of the information, and then send that to Susanne to look over. Once she looked it over gave the okay. We received our Memorandum of Agreement. Here is a sample. Both of these are available on FDLR website. The whole thing is only five pages in length. It feels the purpose of the preservation through an agreement. It provides some definition of term. We do have some cataloging you have to verify with the [Indiscernible] items. We designate in the cataloging system that these are a preservation steward item. I am not a cataloger. With your cataloging department. They are amazing people. They said, yes, we have no problem. We can make a note of all of that. That hurdle went through pretty easily. It was just the case of having my Director sign a copy, mailing it back and we were good to go. The library was to start small and then grow. The only thing we had to do was amending MOA was if we were going to add titles. Go we had to do was fill up the spreadsheet again, and e-mail the additions to Susanne at GPO. We started with the patent does that. From there we added another serial, the [Indiscernible] at large. We had heard the public papers of the U.S. President was getting pretty close to becoming eligible for regional discard. I went to my Supervisor and say I think this is a great opportunity. GPO is missing one or preservation steward which happens to be in our region. I say we do it. Was a real easy run. We got it in good condition. That's how we made the decision for that. We have a bunch of miscellaneous oversight federal document material, and we selected that because we ended up shifting that material. It was in one part of our library. It's 10 will material. We recently had gotten some beautiful oversight shelving that we could fit in our third floor vault, so we had to move the material and make some changes in our cataloging record because [Indiscernible - low audio] a changed. In doing that I had help with my conservator and moving the material and doing a look over at the condition of it we we're already doing the step that a preservation steward was doing, so it made sense because it naturally

expanded the timeline. And there were some of the titles. Another situation kind of happened for us. We had the opportunity to get a library in turn. One of the main projects that we thought would be a good idea would be to have her work doing the inventory of additional preservation steward titles. >> [Captioners transitioning]

>> HERE IS THE BEAUTIFUL SHELVING I WAS TALKING ABOUT BEFORE. WE SET HER UP WITH A TABLE LEFT TOP AND A CART. SHE WAS ABLE TO work through a bunch of the material. Got to really get a good idea of the scope and variety of government information particularly with the material we had. Maps and all the oddities that comes with a government document collection. We really like the use of that. Where the lessons we learned to the processes while we found it an effective plan Of work for our intern she ended up going through everything that we had already identified. We ended up having to pivot and find a date document collection for her to work on to finish up your intern. Moving forward we wanted to create a larger list of titles that we would like to add to being a preservation Stewart. I think it is a easier sell because you are already obligated to collect a lot of the material. With selective the biggest thing I would recommend is if you have titles identified as important you don't want to let go of it so I would recommend the preservation of this title. It is an extension of the commitment you have it is really pretty easy. The completing of the inventory does take time I think that will works well with a intern or support staff or shifting of your collection.

The staff members would also be able to do the inventory work for you the biggest recommendation I would suggest is to ask questions do not be afraid to ask for Shizuka Suzanne's help. Even if you decide not to be a preservation stewardess. You could even reach out to myself or other preservation Stewart libraries and we can give you a little more detail and exactly what we did and why we decided to choose the titles we chose. >> You do not have to choose as many titles as the state library. Your level of commitment isn't as important as your commitment to the program. With that I think you and I will pass it on to my next colleague.

>> Hello, my name is Dominic I am from Arkansas State University library. This is became interested in becoming a present preservation Stewart.

What we were doing is China to figure out what we were trying to preserve. We were in the middle of a lawn large retrospective cataloging project. We came across a collection of NASA technical manuals. There were 163 and we were missing four or five of them. They were still bound with the cotton twine and bundle. They had never been processed they had been stamped. It is stamped November 1959 that is when our library received them.

That was a tremendous find. Christine collection. Our reason for choosing NASA was threefold. One being we have a pristine collection of documents. Another is our physics department is doing work with weather balloons. High-altitude photography for the clip. We have Thai with the University even though we do not have an economics department. And NASA is cool?[Laughter] I think we all know that as government document library and our collections reflect what we think is cool. And NASA is cool. >> What I did was went to my library and talk to my director and when you are choosing a collection you want to preserve you do not have to preserve the serial set. You can preserve something that is a single volume or two volumes. Ours takes up less than the top of the card. You do not have to think of in terms of I want to collect something huge. Something small. Is that is what we did. We were missing 4 to 6 volumes that I put out a call on the listserv and said we were looking at becoming a preservation Stewart and missing these volumes. I had four different universities contact me and said we have them if you're going to preserve them we will send you our copy. The community is fantastic. If you have a damaged volume in need a better volume they will help you out. I was truly amazed at that. Again, size does not matter. You collect a time of stuff. We are preservation stewards of one collection. We are the second in our state to be preservation stewards. That was one of the things that convinced us. Any of you in documents for a while Karen was the first in the state for the library to preserve. She and I talked

about we wanted to try to get everyone in Arkansas to become a preservation Stewart. Hanging on that legacy. Pick something small you can preserve and see who is preserving it. Look into it. Talk to Suzanne. We were the first to preserve anything from NASA. That shocked me. This is a photo of it. We have them in the metal binders. Information about being a preservation Stewart. This is all the space preserving takes up. Our state organization and Arkansas library has reached out after we did this and asked for us to write a brief column about becoming a preservation Stewart. My colleague and I put together a small peas about what we went through. There is a link at the bottom of the slide. If you want to read the collimators very informal. It was our experience that the one thing we found was [Indiscernible] we do not realize everything we had to do with books. We are sending you a special stamp. Those particular volumes have gotten so much more usage since we decided to do this. Then we moved collections so they got touched again. We just had a fun time with that. Keep it in your office for a little bit . Make sure you have everything done that needs to be done and before you go put back on the shelf unless you want to put down again. Part of it was we do not realize every step he had to go through. We got we had a covered. So we pulled them and re-stamp them.

>> Things that we learned. When we went to this process I approach my director and assistant director. It was not really a hard so. Cell. I claim the process and what was involved. They immediately got on vault involved. This is something that offers recognition to your library and university. All it costs is a little bit of time. Finding what you want to preserve and process it the way it needs to be processed. There is not anything but a little time involved. It is good publicity. You can say that the University is a preservation Stewart. Our biggest concern is getting it through the legal department. We all love getting anything too legal. We send it to legal and we know you do not ask for two weeks to a month if they have received it. They are on their own timetable. Within three or four days my director calls and says sit down. Legal wants you to change it to GBL library from two Arkansas State University Jonesboro and that was it. Less than one week. That is unheard of at our university. We were so excited. It went very quickly. No concerns about that. That was amazing. A very painless experience. Which, we were not expecting. We didn't expect a hard time but we did expect at least a month wait. Let people know you are a preservation Stewart. Your poster looks great on the endcap. We actually altered your preservation because I like the depository eagle. I have my colleague do that because I'm not artistic at all. Rather than asking permission I'm asking forgiveness for altering that. But honestly, painless process, all libraries should do this. Even one or two volumes. Whatever suits your purposes. Because we all have different ways we collect things and what we collect for our own reasons. Each library is a little different. We are proud and honored to be part of the preservation stewardship program. I encourage you all to get in touch with these people and talk to them about it. It really is not painful. It is a surprisingly easy process. If you have any questions let me know. I would be glad to do anything I can to help you out because I had a great experience[Applause] >>

Good morning. My name is Karen I am the government information coordinator for the Colorado school of mime. How many people have ever heard of color the school of mime? I am surprised. I used to guess who? I will give you a little history anyway. In 1866 in the fiscal Bishop by the name of George Randall arrived at the Colorado territories and recognize that there was a need for a institution of higher learning. In 1870 he opened that institution and had to colleges. One was liberal arts and what was divinity. In 1873 he added a College of mime. A year later 1874 we became a territorial institution and in 1876 a state institution. There is only one other institution and that is called a state institution. University. Colorado State University. I quote our values, understanding words, listing energy and sustaining the environment. And yes, we are small. Our present library staff total is 21. 16 our faculty and there are five staff members and the amazing cadre of students and employees we cannot do without. I became aware of this program in late 2016 early twentysomething my initial proposal was to become a service school and take on the task of the magnitude. That was the end of the discussion. A year later brought the change in leadership leadership. A new library and open to new

ideas and allowed me to defend a partnership as long as I could demonstrate not only its value but have a well thought out realistic plan in place to carry it out. I had to have everything ready to go before I talk to her. My discussions with her to start it with the why. We have been a selective depository for 80 years. The preservation Stewart project was one open to [Indiscernible] and supporting collaborations across campus and across the nation. We were already meeting requirements for the Kindle organization required [Indiscernible - low volume] digital sources had been on and off and predictable. USGS warehouse was down for several months due to a technical problem due to their platform. NASA was down for over a year. Having a print collection with online resources saved us. Students were able to continue studies with little or no impact. That made those areas where [Indiscernible - low volume] >> I have had people come up to me and say if we you lose the Internet we have more serious problems to deal with some days somewhere we will rebuild and those documents will need be crucial again. I have to admit that number five is self-serving. It was not on the original list of reasons to participate. While we were in discussions it occurred [Indiscernible] we have a library innovation plan [Indiscernible - low volume] it would be important to collect information crucial to studies. We have an architect wander into the of dog section government document section and said these items are not sexy they have to go. They are all online anyway. I cannot say I responded to that terribly well. The preservation Stewart program helped convey the importance of

retaining material necessary not only to students but to the nations nation. [Indiscernible - low volume] [Indiscernible - static] with all due respect to that architect I know he had a hard job finding places for everything we wanted that no sir not everything is digitized yet. The last point letters to [Indiscernible - low volume] to support chantry and to serve our students. We are presently working on adding documents for the art Army Corps of Engineers and EPA. Those of the why. I also had to have a workable plan in place before I could get our university library [Indiscernible] diversely talked about we chose materials

important to studies and those we had already category catalog then we repair tourist the plan To reflect those agencies we wish to include at a later date. We are fortunate to have a in house preservation division. Something unusual for school our size with whom we collaborated on a formal plan.

>> Last, we tied all the requirements to our daily tasks. I'm sure everyone has a similar procedure but our circulation desk does a condition review and generates preservation requests for returned materials. Then we took shelving and preservation review and stamping task and combined them. When a student goes out to shelled a book he or she is responsible for doing a quick view of the conditions on that shelf where the book will be inserted in the one above and below. I have five students working for me. Each one is assigned a half an hour shelving a week and a minimum of 10 minutes to stamping with the preservation Stewart stamp.

If they only came in for shelving they do 20 minutes worth of stepping. Everyone participates including me. I have assigned sections of the collection for students who walk through every couple of weeks. Reviewing what is there [Indiscernible - static] condition. When we get them with the entire collection we take a couple of minutes off and start again. We plan To make it a ongoing process to keep our section in good shape. Everyone participates including me. Suzanne, I do not think you meant this when you asked me to talk but I view promoting our collection is part of managing it. It does not do good if it sits there. We have found a number of ways to highlight sections. I will share a hand full of them with you. We have webpage slideshow with rotating content. It is tied to a flat screen in our computer lab that expands on slideshow material. The webmaster is terrific about asking for updates on both the section and the preservation Stewart program. We have a library newsletter we include periodically. It goes out twice a year. We are working on getting the campus and is paper to do a article and it was delivered possible. They got so excited that they are now going to do smarter all vehicles throughout the

year on all the different sections. I do not know that they will start with us but we will be included at some point. When we first got started we did a press release to the press and the community.

You are seeing here in abbreviated form of the short version. We got a lot of questions after it was sent out.

>> And cap posters. We have them at the beginning and the end of each section. I like that poster so well I talked Suzanne into sending me the JPEG. We blew it up full size and it is. Periodically on the what's happening board. I am particularly thrilled that we got to put it up this year during the first couple of weeks of school. All of the new incoming students know that not only do we have a public section but we preserve it. I am guilty of the next one. I got a lot of laughs. Politicians use yard signs why can't we? When we first started the library the attitude was when the students walk in the door we will make sure we tell them all of the wonderful programs and initiatives we have. I step back and say it is not very efficient. You're waiting for students who decide to come into the library. We need to get something eye-catching and put it outside the library I suggested in an expensive way of doing it is [Indiscernible] your times. They got excited. Now they are out there. Hopefully they will entice students who never visited the library before to come in and ask. Then we were and all the things we have available to the students. This year I got my own. You can see the green is no longer green. The green in front of the library on the main walkway. My predecessor created a really great publication list guide and as of a couple of months ago I added a preservation Stewart task. It has not been published and is still under development because it is under the middle of the ship but we have a great social media library and just like our webmaster frequently dropped by the office looking for new information and updates. He has been particularly enthused about the preservation Stewart program. Then I tried something I thought was silly at the time. I did it anyway. We had better results than I could ever imagine. TPO sends boxes with wonderful information inside. Wonderful publications.

So I started taking publications that were eye-catching or pertinent to something going on in the nation or pertinent to what the students were saying I took a stack and wandered into the library and pretty it periodically dropped one on the study desk thinking they will look at it. Guess they did. Our circulation of those materials have gone up immensely. Just because I wandered through and job stuff on the desk. I decided it worked so well so when Suzanne sends me promotional material I do those jobs on the students desks and it has brought people into my section asking questions. We have a outreach coordinator. I suspect it does not work for large institutions but for us he makes an effort every year to go out and talk to every percent for professor face-to-face. We have added so many preserved items. He is our best promoter. We heard someone along the line where there may be window decals coming. We're looking forward to that. Then I got another package from Suzanne. I think it's a picture of them earlier a stack of preservation Stewart bookmarks. I put them out on the circulation desk and at the beginning of the year I asked the circulation crew to put it in and the word is getting around.

A very easy way to do that. The last one I want to talk about that we are excited about is coming in the spring. For sections they will collaborate on a display about preservation. Why we preserve, we preserve and how we preserve preservation stewardship will be my contribution but we will also have a math library and, an archivist and the lady who does

the preservation are working on a joint display. So we are very excited about that.

>> My purpose was to encourage small libraries and margins to try this program. If you are willing to do creative problem-solving and you recognize [Indiscernible] it does not have to all be done on day one there is no reason not to try this I do want to mention that the support of Suzanne's team has been straight to the entire process. Make a phone call 24 hours later and you have an answer you have materials and in caps. We cannot have done it without you, Suzanne. Leslie is my contact information. You will get an opportunity to ask questions today. I would be pleased to hear from you via email. I would love to learn from you if you discover a creative way to do something or a better way to solve a problem.

>> Many thanks to Brent Dominique and Karen for great presentations. We have a few minutes for questions.

>> Thank you for the presentations. I should actually know the answer to this question but it has been busy. When we signed up it was because Cindy had come to AA double L and made a plot for being preservation students she recommended titles. Do you have a current list of titles you are interested in preserving? And I'm curious if it might include titles close to hitting the for Mark? Maybe you need one more institution to agree to preserve those? >> We do have one title that has hit the for Mark and that will be forthcoming later in the fall. I would love more preservation Stewart for the Federal Register because that is completely available on government info. We still need another preservation Stewart for the Congressional record. We need more for the serial set and we are digitizing it so it will become eligible for regional discharge into my retirement. We are always looking for more preservation stewards for hearings. They may not all have the same hearing is hearings in the collection. If you plan To retain it we love to talk to you.

>> Soundtrack

>>[Silence] >> I had read that there will be support for preservation stewards are cataloguing inventorying and things like that. I was wondering if that is still happening in the type of support you are providing.

>> David Walsh GPO. We are looking at developing pilot programs libraries can apply for two offer assistance to cataloguing materials. If you have a good collection you are thinking of I would talk to us about that. We would like to make it as inclusive as possible and to facilitate as much participation as we can.

>> Any other questions? Thanks to Brent Dominique and Karen for wonderful presentations and everyone who is a preservation Stewart.[Applause]

>>[music] [Captioner on stand by.]