Preservation Education Directory

10th Edition

Compiled and edited by the Program, Planning & Publications Committee, Preservation and Reformatting Section (PARS)

March 2015
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Introduction

The Preservation Education Directory provides listings of educational opportunities in the United States and Canada in the area of preservation training. It includes both formal education courses from ALA-accredited institutions, as well as informal sessions, workshops, and webinars available through various organizations. The institutions and organizations included in the directory offer a variety of instruction in the preservation and conservation of cultural heritage collections in libraries and archives. The Tenth Edition has been expanded from previous editions to include additional training opportunities in the areas of audiovisual and digital media preservation.

The directory is divided into three sections: Graduate Courses and Continuing Education, followed by a short list of Additional Resources at the end. Graduate Courses, which includes for-credit courses is arranged by geographic region and state, then alphabetically by institution name. Continuing Education is arranged alphabetically by organization name.

The Graduate Courses section primarily lists courses in which preservation or conservation is the primary subject. In some instances, particularly when an academic program offers a concentration of preservation coursework, the editors also listed complementary or otherwise related curricula, including courses about rare book librarianship, archives and manuscripts, the history of the book, and digital file management. Listings include contact information for the academic program, along with a link that can be followed to the school’s website for additional information. To the extent possible, the listings also include course descriptions, as well as information about how frequently the course is offered and the number of credits earned at course completion. Unless otherwise noted, graduate programs listed are ALA-accredited.

The entries under Continuing Education include courses, workshops, and webinars offered by a wide variety of organizations around the country. The entries include introductory training intended for those interested in gaining basic preservation knowledge, as well in-depth continuing education opportunities for mid-career professionals. The entries include contact information for the organization, along with a link that can be followed to the organization’s website for further information. To the extent possible, the listings also include general descriptions of the types of training offered annually.
**Part I: Continuing Education**

American Association for State and Local History (AASLH)

1717 Church Street
Nashville, TN 37203-2991
Email: [info@AASLH.org](mailto:info@AASLH.org)
Phone: (615) 320-3203
Fax: (615) 327-9013

AASLH’s annual meeting and workshop series often offer sessions related to preservation, museum, and archival training.

American Alliance of Museums (AAM) (formerly American Association of Museums)

1575 Eye Street NW, Suite 400
Washington, DC 20005
Email: [membership@aam-us.org](mailto:membership@aam-us.org)
Phone: (202) 289-1818
Fax: (202) 289-6578

Offers webinars and annual meeting sessions on collections management and conservation, disaster planning and response, and advocacy.

American Institute for Conservation of Historic and Artistic Works (AIC)

1156 15th Street NW, Ste. 320
Washington, DC 20005
Email: [info@conservation-us.org](mailto:info@conservation-us.org)
Phone: (202) 452-9545
Fax: (202) 452-9328

Offers courses and seminars throughout the country as well as educational opportunities in conjunction with its annual meeting.

American Library Association (ALA)

[http://www.ala.org/](http://www.ala.org/)
50 East Huron Street
Chicago, IL 60611-2795
Email: [ala@ala.org](mailto:ala@ala.org)
Phone: (800) 545-2433
Fax: (312) 440-9374
Offers programs and workshops at the annual conference and at regional institutes. Online courses, webinars, and e-forums are also available. See the ALA ALCTS (Association for Library Collections and Technical Services) division website for more information. A variety of free preservation webinars created in association with ALA’s Preservation Week are available at the webinar archive:

http://www.al.org/ala/mgrps/divs/alcts/confevents/past/webinar/index.cfm

**Association for Information Science and Technology (ASIS&T)**

http://www.asis.org/
8555 16th Street, Suite 850
Silver Spring, MD 20910
Email: asis@asis.org
Phone: (301) 495-0900
Fax: (301) 495-0810

Sometimes offers programs with preservation themes at its conferences, particularly related to digital reformatting and/or preservation. Most webinars are free to members.

**Amigos Library Services**

http://www.amigos.org
14400 Midway Road
Dallas, TX 75244-3509
Email: amigos@amigos.org
Phone: (972) 851-8000 or (800) 843-8482
Fax: (972) 991-6061
Contact: Carmen Cowick, Collections Care Specialist
Contact email: cowick@amigos.org

Provides preservation training to libraries, archives, and cultural institutions throughout the southwestern U.S., primarily in Arizona, Arkansas, New Mexico, Oklahoma, and Texas.

**ARMA International**

http://www arma.org/
11880 College Blvd., Suite 450
Overland Park, KS 66210
Email: headquarters@armaintl.org
Phone: (913) 341-3808 or (800) 422-2762
Fax: (913) 341-3742

Offers education particularly related to records and information management, including online courses, seminars and certificate programs.
Association for Information and Image Management (AIIM)
http://www.aiim.org/
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910
Email: aiim@aiim.org
Phone: (301) 587-8202 or (800) 477-2446
Fax: (301) 587-2711

Offers conference seminars and workshops about document imaging and management as well as online courses and certificate programs.

Association for Recorded Sound Collections (ARSC)
http://www.arsc-audio.org/
c/o Nathan Georgitis
Knight Library
1299 University of Oregon
Eugene, OR 97403-1299
Email: execdir@arsc-audio.org

Offers training on the preservation of recorded sound at conferences and workshops, along with a newsletter and listserv.

Association of Moving Image Archivists (AMIA)
http://www.amianet.org/
1313 N. Vine Street
Hollywood, CA 90028
Email: amia@amianet.org
Phone: (323) 463-1500
Fax: (323) 463-1506

Resources and programs at its annual conference devoted to the acquisition, description, preservation, exhibition and use of moving image materials. Also offers a journal, publications, and listserv.

Balboa Art Conservation Center
http://www.bacc.org
P.O. Box 3755
San Diego, CA 92163-1755
Email: info@bacc.org
Phone: (619) 236-9702
Fax: (619) 236-0141
Contact: Janet Ruggles, Executive Director
Provides a variety of subsidized consultation, survey and training services to small and mid-sized institutions in the West—California, Arizona, Oregon and Washington. Services offered by BACC range from treatment and technical analysis to education and emergency response and recovery. Also offers pre-program, graduate, and post-graduate internships.

**California Preservation Program**

http://www.calpreservation.org/

E-mail: info@CalPreservation.org

Contact: Barclay Ogden, (510) 642-4946 or Julie Page, (760) 224-0419

Offers workshops, disaster assistance, preservation assessments and consulting to California cultural institutions that serve the public.

**California Rare Book School (CALRBS)**

http://www.calrbs.org/

UCLA Department of Information Studies

254 GSE&IS Building, Box 951520

Los Angeles, California 90095-1520

Email: calrbs@gseis.ucla.edu

Phone: (310) 794-4138

Fax: (310) 206-4460

CALRBS offers five-day courses on topics concerning old and rare books, manuscripts, and special collections during the fall and summer over five consecutive days with experts in the field. See also entry for related Rare Book School.

**Campbell Center for Historic Preservation Studies**

http://www.campbellcenter.org/

203 East Seminary

Mount Carroll, IL 61053

Email: Matthew Toland, Executive Director, toland@campbellcenter.org

Phone: (815) 244-1173

Fax: (815) 244-1619

Offers classes and training in architectural historic preservation, museum collections care, and conservation of cultural objects. Certificate programs are available in both collections care and historic preservation.

**Canadian Bookbinders and Book Artists Guild (CBBAG)**

http://www.cbbag.ca/

80 Ward Street
Suite 207
Toronto, Ontario M6H 4A6
Canada
E-mail: cbbag@cbbag.ca
Phone: (416) 581-1071


**Canadian Conservation Institute**
1030 Innes Road
Ottawa ON K1B 4S7
Canada
Email: cci-icc_edu@pch.gc.ca
Phone: (613) 998-3721 or in Canada 1-866-998-3721
Fax: (613) 998-4721
TTY/TDD: (819) 997-3123

Offers extensive preservation workshops throughout Canada as well as internships, and other professional development opportunities.

**Consortium of Academic Research Libraries in Illinois (CARLI) Preservation Resources**
[http://www.carli.illinois.edu/products-services/collections-management/preservation-resources](http://www.carli.illinois.edu/products-services/collections-management/preservation-resources)
100 Trade Centre Drive, Suite 303
Champaign, IL 61820-7233
Email: support@carli.illinonnis.edu
Phone: (217) 244-7593; Toll Free: (866) 904-5843
Fax: (217) 244-7596

Offers workshops and webinars on physical and digital collections. There are 137 member libraries that form CARLI, including: community colleges, four year colleges, research universities, and special libraries.

**Connecting to Collections**
1800 M Street NW, 9th Floor
Washington, DC 20036-5802
Email: Susan Hildreth, Director shildreth@imls.gov
Phone: 202-653-IMLS (4657)
Fax: 202-653-4600
This Institute of Museum and Library Services (IMLS) initiative, in partnership with Heritage Preservation and the American Association for State and Local History (AASLH), has guide to online resources essential for the care of collections. In addition, a series of six free webinars (on public outreach and fundraising on behalf of collections, as well as basic resources in collections care) are also available.

**Conservation Center for Art and Historic Artifacts**

http://www.ccaha.org

264 South 23rd Street
Philadelphia, PA 19103
Email: ccaha@ccaha.org
Phone: (215) 545-0613
Fax: (215) 735-9313
Contact: Laura Hertz Stanton, Director of Preservation Services

Offers a significant number of preservation workshops, some held throughout the United States. Provides institutions and individuals with preservation planning and conservation treatment services. Offers internship and fellowship opportunities.

**DigCCurr Professional Institute: Curation Practices for the Digital Object Lifecycle**

http://ils.unc.edu/digccurr/institute.html

School of Information and Library Science
University of North Carolina at Chapel Hill
216 Lenoir Drive, CB #3360
100 Manning Hall, Chapel Hill, NC 27599-3360
Email: info@ils.unc.edu
Phone: (919) 962-8366
Fax: (919) 962-8071

A week-long intensive institute taught by international digital curation experts.

**Digital Preservation Management Workshop**

http://www.icpsr.umich.edu/dpm/workshops/fiveday.html

Massachusetts Institute of Technology
160 Memorial Drive, Cambridge, MA 02139
Email: dpmw-management@mit.edu
Contact: Nancy McGovern, Head, Curation and Preservation Services
Phone: (617) 253-5664

The Digital Preservation Management Workshops, a series presented since 2003, incorporate community standards and exemplars of good practice to provide practical guidance for developing effective digital preservation programs. The workshop and Tutorial
are now based at MIT under the direction of Nancy Y. McGovern, Head, Curation and Preservation Services for MIT Libraries.

**The Gerald R. Ford Conservation Center**
1326 South 32nd Street
Omaha, Nebraska 68105-2044
Email: nshs.grfcc@nebraska.gov
Phone: (402) 595-1180

Services include consultations, assessments of collection needs, surveys of treatment needs, educational and training opportunities, treatment of collection materials, and digital imaging services.

**The Getty Conservation Institute (GCI)**
http://www.getty.edu/conservation/
1200 Getty Center Drive
Los Angeles, CA 90049-1679
Email: visitorservices@getty.edu
Phone: (310) 440-7300

Works internationally to advance conservation practice in the visual arts—broadly interpreted to include objects, collections, architecture, and sites. In addition to its international training efforts, offers public lectures and conferences, as well as fellowships and internships in conservation.

**Georgia Archives Institute**
http://www.georgiaarchivesinstitute.org/
P.O. Box 4074
Morrow, GA 30031
Email: GeorgiaArchivesInstitute@yahoo.com

Offers a two-week institute that offers general instruction archival administration and management of traditional and Modern documentary materials. Week two has a significant preservation component.

**Guild of Book Workers (GBW)**
https://guildofbookworkers.org/
521 Fifth Avenue
New York, NY 10175-0038
Email: communications@guildofbookworkers.org
Contact: Communications Chair
Promotes interest in and awareness of the tradition of the book and paper arts by maintaining high standards of workmanship, hosting educational opportunities, and sponsoring exhibits. The guild has ten chapters throughout the United States.

**Heritage Preservation**  
[http://www.heritagepreservation.org/index.html](http://www.heritagepreservation.org/index.html)  
1012 14th Street, NW Suite 1200  
Washington, DC 20005  
Email: [info@heritagepreservation.org](mailto:info@heritagepreservation.org)  
Phone: (202) 233-0800  
Fax: (202) 233-807  

A national non-profit organization dedicated to preserving the cultural heritage of the United States, Heritage Preservation offers programs and education to assist museums, libraries, archives, historic preservation and other organizations to preserve collections. Website has a calendar that lists continuing education opportunities in preservation.

**Image Permanence Institute (IPI)**  
Rochester Institute of Technology/IPI  
70 Lomb Memorial Drive  
Rochester, NY 14623-5604  
Email: [ipiwww@rit.edu](mailto:ipiwww@rit.edu)  
Phone: (585) 475-5199  
Fax: (585) 475-7230  

In cooperation with the L. Jeffrey Selznick School of Film Preservation, offers the Image Permanence Institute Selznick School Internship, a 6--- to 8---week internship that gives a student of merit who is committed to the preservation of moving images the opportunity to acquire practical experience in preservation research.

**Iowa Conservation and Preservation Consortium (ICPC)**  
[http://web.grinnell.edu/individuals/stuhrr/icpc/index.html](http://web.grinnell.edu/individuals/stuhrr/icpc/index.html)  
C/o The University of Iowa University Libraries  
100 Main Library  
Iowa City, IA 52242-1420  
Email: iowa.conserveandpreserve@gmail.com  
Phone: See website for current contacts.

ICPC lists preservation education and scholarship opportunities in Iowa and the region.
Conference for imaging scientists, the cultural heritage community, and others to discuss issues related to the digital preservation and stewardship of hardcopy, audio, and video.

**LAPNet: Los Angeles Preservation Network**
lapreservation.wordpress.com
Contact: See website for current contacts.

The network offers a number of workshops and events, including: disaster recovery, identification and care, and best practices.

**Library of Congress Digital Preservation Outreach and Education (DPOE)**
http://www.digitalpreservation.gov/education
101 Independence Avenue, SE
Washington, D.C. 205040-4530

The mission of DPOE to provide outreach and education on digital preservation. This initiative provided train-the-trainer events across the country and facilities building relationships with organizations that provide digital preservation training to professionals.

**Library of Congress Preservation Directorate**
http://www.loc.gov/preservation/
101 Independence Avenue, SE
Washington, D.C. 205040-4530

Provides information about preservation to Congress; government agencies; the general public; and libraries and archives at all levels, both nationally and internationally.

**Lyrasis**
http://www.lyrasis.org/Preservation.aspx
Preservation Services
1438 West Peachtree Street NW, Suite 200 Atlanta, GA 30309-2955
Phone: (800) 999-8558
Fax: (404) 892-7879

Provides education and training on a variety of preservation topics. Also offers 24---hour disaster assistance and consulting services.

**Maine State Archives** http://www.maine.gov/sos/arc/histrecs/index.html 84 State House Station
Augusta, Maine 04333
In addition to a grant programs for the preservation and management of historic documents, offers basic archives and grant-writing workshops.

**Massachusetts Board of Library Commissioners**
http://mblc.state.ma.us/advisory/preservation/index.php 98 North Washington St., Suite 401
Boston, MA 02215-2070
Email: gregor.trinkaus-randall@state.ma.us
Phone: (617) 725-1860 or (800) 952-7403 (in-state only)
Fax: (617) 725-0140
Contact: Gregor Trinkaus-Randall, Preservation Specialist

Provides education and training, information and referral, consultations, and disaster assistance for libraries and archives in Massachusetts.

**Metropolitan New York Library Council (METRO)**
metro.org
57 East 11th Street, 4th floor New York, NY 10003-4605
Phone: (212) 228-2320
Fax: (212) 228-2598

METRO's professional development services offer occasional training sessions on preservation topics.

**Michigan Alliance for the Conservation of Cultural Heritage**
http://www.macch.org/
Email: info@macch.org
Contact: See website for current contacts.

Promotes education and training in preservation and conservation of cultural heritage among organizations in Michigan through its blog, educational resources, and projects.

**Midwest Art Conservation Center**
http://www.preserveart.org
Minneapolis Institute of Arts
2400 3rd Avenue South
Minneapolis, MN 55404
Email: info@preserveart.org
Phone: (612) 870-3120
Fax: (612) 870-3118
Provides preservation and conservation services throughout the Midwest region, including the examination and treatment of a wide variety of art and artifacts. Provides preservation management advice and consultation, as well as preservation educational services.

**Midwest Book & Manuscript Studies Program (MBMS)**
http://www.lis.illinois.edu/academics/programs/mbms
The Graduate School of Library and Information Science
University of Illinois at Urbana-Champaign
501 E. Daniel Street, MC-493
Champaign, IL 61820-6211
Email: glis@illinois.edu
Phone: (217) 333-3280
Fax: (217) 244-3302

Offers book arts and preservation workshops as well as one and two-week summer intensive courses on rare books, manuscripts, and special collections. Several courses are specifically on collections care and preservation topics. See also entry for related Rare Book School.

**National Park Service, Artifact Conservation**
Harpers Ferry Center
67 Mather Place
Harpers Ferry, WV 25425
Phone: (304) 535-5050

Provides professional conservation services that ensure the long-term preservation of museum objects in national park collections, including treatment of objects for exhibition and long term storage, collection condition surveys, and preventive care training. Staff is available to advise parks about any aspect of object preservation and care. Offers leaflets and other publications about preservation and conservation.

**New York State Program for the Conservation and Preservation of Library Research Materials**
http://www.nysl.nysed.gov/libdev/cp
Division of Library Development
New York State Library
Cultural Education Center
222 Madison Avenue Albany, NY 12230
Email: Barbara.Lilley@nysed.gov
Phone: (518) 486-4864
Fax: (518) 486-5254

Contact: Barbara Lilley, Team Leader, Library Aid Coordination and Preservation Services
About three workshops are presented annually on basic topics such as preservation of scrapbooks, disaster planning and prevention, and mold in library and archival collections.
New York University Institute of Fine Arts Conservation Center
http://www.nyu.edu/gsas/dept/fineart/conservation/index.htm
The Stephen Chan House
14 East 78th Street
New York, New York 10075
Email: conservation.program@nyu.edu
Phone: (212) 992-5848
Fax: (212) 992-5851

The Conservation Center offers a variety of workshops in conservation technology and collections care that are open to conservators, artists, art historians, archivists, museum professionals, science professionals, and students. Full---day workshops range from one to five days in length.

North Carolina Preservation Consortium (NCPC)
http://www.ncpreservation.org/index.html
PO Box 2651
Durham, NC 27715-2651
Email: robertjamesncpc@gmail.com
Contact: Robert James, NCPC Executive Director
Phone: (252) 328-6114

NCPC provides affordable continuing education workshops on a variety of preservation topics in addition to an annual conference. Preservation consultations are also available.

Northeast Document Conservation Center (NEDCC)
http://www.nedcc.org
100 Brickstone Square Andover, MA 01810
Email: nedcc@nedcc.org
Phone: (978) 470-1010
Fax: (978) 475-6021

Provides preservation and conservation services for paper---based materials. Offers consultation and training to help institutions preserve collections as a whole through collections care and preservation planning. Web site offers extensive preservation articles and publications.

Northern States Conservation Center
http://www.collectioncare.org/
PO Box 8081
St. Paul, MN 55108
Email: helen@collectioncare.org
Phone: (651) 659-9420
A variety of workshops on collections care, primarily for museums and historic houses. Offers regional workshops, site visits, and online classes.

**Ohio Preservation Council**  
Contact: See website for current contacts.

Supports preservation education and activities within Ohio. Meets quarterly.

**Palmetto Archives, Libraries, and Museums Council on Preservation (PALMCOP)**  
[www.palmcop.palmettohistory.org](http://www.palmcop.palmettohistory.org)  
PALMCOP  
P.O. Box 290566  
Columbia, SC 29229  
Contact: See website for current board members.

This South Carolina based organization offers 2-3 workshops annually on a variety of preservation topics, in addition to an annual meeting.

**Princeton Preservation Group**  
Contact: See website for current contacts.

Presentations on a range of preservation topics are made at the Group’s quarterly meetings.

**Rare Books School (RBS)**  
114 Alderman Library  
University of Virginia  
P.O. Box 400103  
Charlottesville, VA 22904  
Email: oldbooks@virginia.edu  
Phone: (434) 924-8851  
Fax: (434) 924-8824

An independent institute supporting the study of the history of books and printing and related subjects, based at the University of Virginia. Offers about 30 five-day, non-credit courses on topics concerning old and rare books, manuscripts, and special collections.

**Rhode Island Office of Library and Information Services**  
[http://www.olis.ri.gov/services/preservation/](http://www.olis.ri.gov/services/preservation/)  
One Capitol Hill  
Providence, RI 02908-5803  
Email: Donna.DiMichele@olis.ri.gov  
Phone: (401) 574-9303
Fax: (401) 574-9320
Contact: Donna Longo DiMichele
Occasional workshops offered on preservation topics as well as support for disaster and preservation planning.

Smithsonian Museum Conservation Institute (MCI)
http://www.si.edu/mci/index.html
Museum Support Center
4210 Silver Hill Road
Suitland, Maryland 20746
Email: MCLweb@si.edu
Phone: (301) 238-1240
Fax: (301) 238-3709

MCI offers fellowships and internships primarily in conservation research and training.

Society of American Archivists (SAA)
http://www2.archivists.org/
17 North State Street, Suite 1425
Chicago, IL 60602-3315
Email: education@archivists.org
Phone: (312) 606-0722; Toll-Free: (866) 722-7858
Fax: (312) 606-0728

Offers workshops around the country, many with a preservation focus. Web seminars are also available. Programs and sessions sponsored by SAA's preservation section are offered at the annual conference.

Society of Georgia Archivists (SGA)
http://www.soga.org/
P.O. Box 688
Atlanta, GA 30331
Email: president@soga.org

Annual meeting programs and some workshops offered on preservation topics.

Western States & Territories Preservation Assistance Service (WESTPAS)
http://www.westpas.org
Email: info@westpas.org
Contact: Barclay Ogden, (510) 642-4946
Contact: Julie Page, (760) 2224-0419
Email: bogden@westpas.org
Email: jpage@westpas.org

Provides preservation education and training on disaster preparedness, including emergency
response and collection recovery, and on creating and funding preservation projects to enhance collection care to staff from libraries and archives in 14 Western states and territories: Alaska, American Samoa, California, Colorado, Guam, Hawai’i, Idaho, Montana, Nevada, Northern Marianas Islands, Oregon, Utah, Washington, and Wyoming.
Part II: Graduate Courses

CANADA

ALBERTA

University of Alberta
School of Library & Information Studies
http://www.slis.ualberta.ca/
3-20 Rutherford South
University of Alberta
Edmonton, AB
T6G 2J4
Email: slis@ualberta.ca
Phone: (780) 492-4578
Fax: (780) 492-2430

LIS 538: Digital Libraries
An introduction to the concept, development, types and trends of digital libraries. This course will focus on the creation, organization, access, use and evaluation of digital libraries with a view to socio-economic and cultural issues.
Pre-requisites: LIS 501, 502, 503, and LIS 505 or permission of the instructor
Frequency: ?
Credit Hours: 3

LIS 542: Library Preservation, Security, and Risk Management
An introduction to and overview of the role and activities of preservation administration in libraries of all kinds, from the physical preservation and conservation of book and multimedia collections, to risk management and insurance, prevention of theft and vandalism, disaster contingency planning and preparedness, through post-disaster salvage and recovery operations.
Pre-requisites: LIS 501 or permission of the instructor
Frequency: ?
Credit Hours: 3

LIS 586: History of the Book
The historical, aesthetic, and economic bases of the 'book' and its role in the recording and preservation of information and ideas.
Prerequisite: LIS 501 or permission of the instructor
Frequency: ?
Credit Hours: 3
LIS 587: Facilities Planning for Libraries and Information Centres
The examination of the building needs of various types of libraries and information centres, the involvement of information professionals and architects in the planning process, and various contemporary building styles.
Pre-requisites: LIS 501 or permission of the instructor
Frequency: ?
Credit Hours: 3

LIS 593: Archives Administration
Theories, standards and methods used in management of modern archives, with an historical overview and an emphasis on contemporary theory and practice.
Pre-requisites: LIS 501 or permission of the instructor
Frequency: ?
Credit Hours: 3

LIS 594: Records Management
The theory and techniques of records management.
Pre-requisites: LIS 501 or permission of the instructor
Frequency: ?
Credit Hours: 3

BRITISH COLUMBIA

University of British Columbia (Conditional)
School of Library, Archival & Information Studies
http://www.slais.ubc.ca
Irving K. Barber Learning Centre
Suite 470-1961 East Mall
Vancouver, BC V6T 1Z1
Email: slais@interchange.ubc.ca
Phone: (604) 822-2404
Fax: (604) 822-6006

ARST 550: Management of Audio-Visual And Non-Textual Archives
Through this elective course students will be introduced to the theoretical and methodological knowledge necessary for the management of audiovisual and non-textual archives. Objectives: Demonstrate understanding of the context of creation, format, and use of audiovisual and non-textual materials. Demonstrate understanding of how archivists and other information professionals manage, preserve and provide access to audiovisual and non-textual materials in different environments.
Pre-requisites: MAS and Dual Students: completion of the MAS core courses; MLIS students: completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser.
Frequency: ?
Credit Hours: 3
**ARST 555: Preservation of Digital Records**
The goal of this course is to give students an opportunity to build on basic knowledge acquired in the first year courses by exploring in depth issues concerning the management and preservation of digital records by the creating organization/individual and its legitimate successor, such as an archival program or institution.
Pre-requisites: MAS and Dual Students: completion of the MAS core courses; MLIS students: LIBR 516, ARST 510 and completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser.
Frequency: ?
Credit Hours: 3

**ARST 587: Preservation (cross-listed with LIBR 587)**
OBJECTIVES: To prepare to make both planning and policy decisions regarding the preservation of collections. To understand the structure and deterioration of common materials, and the current methods for extending their longevity. To become familiar with information resources on preservation. To gain familiarity with some basic environmental instrumentation and preservation techniques.
Pre-requisites: MAS and Dual Students: completion of the MAS core courses; MLIS students should take LIBR 587.
Frequency: ?
Credit Hours: 3

**LIBR 548F: History of the Book**
The course will offer an overview of the history of the book as a material object and as an agent of intellectual and social development, with particular emphasis on Europe, Britain, and North America.
Pre-requisites: MLIS and Dual MAS/MLIS: LIBR 500, LIBR 501; MAS: completion of MAS core and permission of the SLAIS Graduate Adviser.
Frequency: Irregularly
Credit Hours: 3

**LIBR 579D: Rare Book and Special Collections Librarianship**
This course introduces the professional components of librarianship for rare book and related special collections, generally excluding archives. The focus will be on the care and management of facilities and collections, and on providing services to patrons. Some attention will be paid to the history of books and printing, since rare book librarians must be familiar with the intellectual and technical history of the material under their care. In each class, examples will be used that give some access to this aspect of rare book and special collections librarianship. Rare materials, like the ordinary variety, need to be acquired, inventoried, cataloged, housed safely, restored, and made accessible for various kinds of use; facilities need to be serviced and maintained; the phone needs to answered, supplies ordered, staff hired and trained, policies developed and implemented, and so on. In this course, we will show how these otherwise common aspects of the profession are uniquely applied in our field.
Pre-requisites: MLIS and Dual MAS/MLIS: completion of MLIS core; MAS: completion of MAS core and permission of the SLAIS Graduate Adviser.
Frequency: Irregularly
Credit Hours: 3

LIBR 581: Digital Libraries
Objectives: Identify and understand the major components of a digital library; Identify and understand the current technologies associated with the development and implementation of digital libraries; Identify and understand issues of the access to, organization of, and preservation of digital resources; Apply a critical perspective in analyzing current digital library efforts; Identify and understand the role, potential, and challenges of digital libraries in relation to societal needs and concerns.
Pre-requisites: MLIS and Dual MAS/MLIS: LIBR 500, LIBR 501; corequisites: LIBR 502, LIBR 503; MAS: completion of MAS core and permission of the SLAIS Graduate Adviser.
Frequency: ?
Credit Hours: 3

NOVA SCOTIA

Dalhousie University
School of Information Management
http://sim.management.dal.ca/
Kenneth C. Rowe Management Building
6100 University Avenue
PO Box 15000
Halifax, NS B3H 4R2
Email: sim@dal.ca
Telephone: (902) 494-3656
Fax: (902) 494-2451

INFO 6150: History of the Book
Explores the history of the book from its early beginnings to its present manifestations. While greatest emphasis will be placed upon the history of the book from the mid-15th century to the present, the course will also discuss the history of important precursors of mechanical printing, and literacy, books, and manuscripts in the ancient and medieval periods.
Pre-requisites: None.
Frequency: ?
Credit Hours: 3

INFO 6370: Records Management
A comprehensive introduction to the field of records and information management. Topics covered include: records creation, evaluation, maintenance and control; issues relating to
the maintenance, storage and disposition of records; and electronic records management.

Cross-listing: MGMT 5012, MGMT 4370
Pre-requisites: INFO 5515 or MGMT 5502

INFO 6800: Archives
Provides an overview of the issues and practices of archival science, with emphasis on Canadian approaches. Considers principles of acquisition, arrangement, description, reference and use of archival records, along with the management of archives and the relationship between archival work and other divisions of the information professions.
Pre-requisites: INFO 5515
Frequency: ?
Credit Hours: 3

INFO 6840: Digital Libraries
Introduces the requirements and technologies of networked library systems. Follows the evolution of the digital library and its impact on information dissemination. Examines issues and trends influencing the development and structure of digital libraries.
Pre-requisites: None.
Frequency: ?
Credit Hours: 3

ONTARIO

University of Ottawa
School of Information Studies
http://www.sis.uottawa.ca/
Desmarais Building
Ottawa, ON K1N 6N5
Email: esis@uOttawa.ca
Telephone: 613-562-5130
Fax: 613-562-5854

ISI 5303: Information Resource Management
Concepts and practices related to the management of information resources: evaluation, selection, acquisition, storage, conservation, and preservation. The course examines organizational and technological models and standards for the management of a variety of analog, digital, and networked resources. (Formerly: ISI6126)
Pre-requisites: ?
Frequency: ?
Credit Hours: 3
ISI 5703: Gestion des Ressources Informationnelles
Concepts et pratiques liées à la gestion des ressources informationnelles (l'évaluation, la sélection, l'acquisition, le stockage, la conservation et la préservation). Le cours examine les normes et les modèles organisationnels et technologiques ayant trait à la gestion d’un éventail de ressources analogiques, numériques et de ressources en réseaux.
Pre-requisites: ?
Frequency: ?
Credit Hours: 3

ISI 6322: Digital Preservation
Critical examination of the organizational, technological, regulatory, and cultural factors associated with the preservation of digital information over time to ensure its long-term accessibility and authenticity. The course focuses on the set of processes, initiatives, and standards used to identify, control, and manage digital information, whether this information is born-digital with no analog counterpart or has been digitally reformatted from an analog source. (Formerly: ISI6122)
Pre-requisites: 12 credits among compulsory core courses or permission of the School of Information Studies
Frequency: ?
Credit Hours: ?

ISI 6722: Préservation de l’information numérique
Examen critique des facteurs organisationnels, technologiques, réglementaires et culturels liés à la préservation de l’information numérique pour assurer son accessibilité à long terme et son authenticité. Le cours porte sur l’ensemble des processus, des initiatives et des normes utilisés pour identifier, contrôler et gérer l’information numérique, que cette information soit d’origine numérique sans contrepartie analogique ou qu’elle ait été numérisée à partir d’une source analogique. (Anciennement : ISI6522)
Préalables : 12 crédits parmi les cours du tronc commun ou permission de l’École des sciences de l’information
Frequency: ?
Credit Hours: 3

University of Toronto
Faculty of Information
http://www.ischool.utoronto.ca/
140 St. George Street
Toronto, Ontario M5S 3G6
Email: inquire.ischool@utoronto.ca
Telephone: (416) 978-3202
Fax: (416) 978-5762

INF 1330H: Archives Concepts and Issues
The goal of this course is to introduce students to the key concepts and issues associated with
archival theory, methodology and practice. The course is organized around three broad themes: the nature and purpose of archival documents and archival aggregations; contexts of creation and preservation; and professional development.
Pre-requisites: None
Frequency: ?
Credit Hours: 2.5

INF 2120H: Conservation and Preservation of Recorded Information
An introductory course in preservation issues covering both restoration of the artifact and preservation of content. Topics include composition and manufacture of paper, principles and ethics of restoration; restoration methods; archival conservation practices; rare book conservation practices; preservation microfilming, theory and practice; national and international preservation filming efforts; mass deacidification; organization, administration and funding of preservation efforts; new document substrates; and, emergency and disaster planning.
Pre-requisites: None
Frequency: ?
Credit Hours: 2.5

INF 2122H: Digital Preservation and Curation
This course examines the creation, curation, conservation, and preservation of digital materials in both the public and private sectors and enables students to develop an appreciation of the principles of management of digital information in the context of digital longevity. Students gain an understanding of the organizational, technical, social, and economic challenges encountered when enabling the long-term availability of digital materials. It provides an introduction to key models, workflows (from pre-ingest to dissemination), policies, characteristics of digital repositories, standards, metadata, annotation, audit and certification, technical approaches from hardware preservation to emulation, and future research challenges that need to be addressed if the preservation landscape is to be transitioned out of an arts and craft mode.
Pre-requisites: None
Frequency: ?
Credit Hours: 2.5

INF 2161H: History of Books and Printing
Development of the printed book in Europe and North America from the fifteenth century to the present; studies of authorship, the book trade, and readers.
Pre-requisites: None
Frequency: ?
Credit Hours: 2.5

INF 2162H: Rare Books and Manuscripts
Functions, acquisition, care and maintenance of a rare book collection in the research library; consideration of special problems of bibliographical description and cataloguing; use of
bibliographical tools for evaluation of materials; care of manuscript and rare book collections.
Pre-requisites: Second year students only.
Frequency: ?
Credit Hours: 2.5

INF 2380H: Special Topics in Information Studies: Preservation Planning
This course examines the decision space of preservation and curation. It explores the levels of control and decision making that need to be addressed in digital preservation and curation. We will explore the context of preservation planning and preservation actions and enable students to develop active approaches to securing the access to digital collections over time by formulating specific objectives, evaluating possible alternatives and specifying concrete steps of action. In doing so, the course will discuss and critically evaluate a systematic method for decision making and planning and explore the limitations of currently available technologies as well as possible approaches to continuously assessing and improving organizational capabilities as new technologies, risks and opportunities emerge.
Pre-requisites: INF2122H Digital Preservation and Curation
Frequency: ?
Credit Hours: 2.5

University of Western Ontario
Faculty of Information and Media Studies
Graduate Programs in Library & Information Science
http://www.fims.uwo.ca
North Campus Building, Room 240
London, ON N6A 5B7
Email: mlisinfo@uwo.ca
Telephone: (519) 661-4017
Fax: (519) 661-3506

LIS 9315: Collection Management
Theory and practice of collection management for print and electronic resources, including selection tools and criteria, methods of acquisition, evaluation of collections, deselection strategies, preservation and other collection management and development topics.
Pre-requisites: MLIS 9002 and 9003
Frequency: ?
Credit Hours: ?

QUEBEC

McGill University
School of Information Studies
http://www.mcgill.ca/sis/
3661 Peel Street
Montreal, Quebec H3A 1X1
Email: sis@mcgill.ca
Phone: (514) 398-4204
Fax: (514) 398-7193

GLIS 612: History of Books & Printing
Surveyed are the development of writing, alphabets, and books from their inception, and of printing from its invention in the fifteenth century. Historical bibliography dealing with the various physical elements in book production, including design.
Pre-requisites: GLIS 615 or Consent of instructor
Frequency: ?
Credit Hours: 3

GLIS 641: Archival Arrangement & Description
Advanced theory and practice of archival appraisal, arrangement, description, and the creation of access tools to archival records and collections, including the selection and application of appropriate archival descriptive standards, metadata schemes, management tools, and outreach programs including the creation and dissemination of finding aids.
Pre-requisites: ?
Frequency: ?
Credit Hours: 3

GLIS 642: Preservation Management
Principles and practices for intellectual and physical preservation of historical and cultural heritage materials in all forms to extend their durability and assure continued accessibility, through selection, conservation, migration, digitization, preservation strategies, preservation management and ongoing evaluation.
Pre-requisites: ?
Frequency: ?
Credit Hours: 3

GLIS 643: Electronic Records Systems
Implementation and management of electronic recordkeeping systems in different types of organizations. Assessment and evaluation procedures for the system design and analysis, functional analysis, metadata, usability, and content management of electronic recordkeeping systems.
Pre-requisites: None
Frequency: Winter
Credit Hours: 3

GLIS 645: Archival Principles & Practice
Fundamental principles and practices of archival studies, including records life cycle, history of archives, cultural memory, authentic recordkeeping systems, acquisition, appraisal, arrangement, description, preservation, reference and access, social and cultural systems,
GLIS 649: Digital Curation
The life-cycle and value-added management of digital content for future use, re-use and access. Addresses strategies, principles, and practices of digital preservation, digital curation, digital collection management, institutional repositories, trusted digital repositories, metadata, and file formats at archives, libraries, museums, data centers, and other cultural heritage institutions.

Pre-requisites: None
Frequency: ?
Credit Hours: 3

University of Montreal (Université de Montréal)
École de bibliothéconomie et des sc. de l'info
http://www.ebsi.umontreal.ca/
CP 6128, succursale centre-ville
Montréal, QC H3C 3J7
Email: ebsiinfo@ebsi.umontreal.ca
Phone: (514) 343-6044
Fax: (514) 343-5753

ARV 3031: Préservation des archives
Concomitant: ARV1050
Frequency: ?
Credit Hours: 3

ARV 3054: Gestion archives numériques
Concomitant: ARV1050 ou l'équivalent
Frequency: ?
Credit Hours: 3
INU 1030: *Prévention de l'information numérique*
Concomitant: INU1001
Frequency: ?
Credit Hours: 3

**SCI 6116: Archivistique audiovisuelle et numérique**
Intégrité, authenticité, fiabilité d'un contenu audiovisuel et numérique. Identification et positionnement documentaire. Caractérisation de l'information associée, tension signification-support.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

SCI 6358: Préservation audiovisuelle et numérique
Approches, techniques et enjeux de la préservation à long terme de doc. audiovisuels numériques (d'origine ou convertis) utilisant un modèle conceptuel d'archivage ouvert. Objets d'études : informations cult., scientifiques, jeux vidéo, sites web.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**SCI 6370: Histoire du livre et des bibliothèques**
Pre-requisites: None
Frequency: ?
Credit Hours: 3
CIS 653: Descriptive Bibliography
Examines the intellectual objectives served by descriptive bibliographies and introduces the methods and problems of bibliographical description of printed books of the hand- and machine-press periods. Emphasis is on the examination and historical analysis of books as physical objects. Primarily for students interested in the history of books, special collections, rare book cataloging, and humanities reference work.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

CIS 654: History of the Book: Print Culture and Society
Examines the book as a cultural artifact and explores the impact of print culture on communication and knowledge/information production in Europe and the United States. Topics include orality and literacy, reading, authorship, copyright, markets and distribution, and the future of books in a digital age.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

CIS 655: History of the Book: Book as Artifact
Examines the book as a physical artifact, as the material embodiment of text. Topics include the transitions between hand production and mechanical production, methods of bookmaking, printers and publishers, the alphabetic code, paratext, letterforms and typography, paper, page formats and layouts, illustrations, bindings, and other semiotic systems and bibliographic signifiers, as well as the purpose of the book with special emphasis on the relationships between meaning and physical form and the complex conventions of the book.
Pre-requisites: None
Frequency: ?
Credit Hours: 3
**LS 505: Collection Development**
Explores principles and issues involved in developing library collections. Aspects such as community analysis, policy development, selection and acquisitions, resource sharing, evaluation, weeding, and preservation are examined.
Pre-requisites: *None*
Frequency: ?
Credit Hours: 3

**LS 554: Conservation and Collection Management**
Provides an introduction to the forensic examination of manuscripts and books as artifacts, and acquaints students with their materials and structures, manufacturing technology, and historical development as media. Emphasis is on papers, leathers, synthetics, binding structure, and methods of conservation treatment, with particular attention to conservation concerns in developing collection-management and disaster-prevention policies.
Pre-requisites: *None*
Frequency: ?
Credit Hours: 3

**LS 562: Digital Libraries**
Prepares students to develop digital libraries, exploring the issues associated with creating, operating, and maintaining digital libraries; analyzing electronic library programs in the U.S. and assessing their impact on education, scholarship and research.
Pre-requisites: *LS 560 (or Co-requisite)*
Frequency: ?
Credit Hours: 3

**Arizona**

**University of Arizona**
School of Information Resources & Library Science
[http://sirls.arizona.edu](http://sirls.arizona.edu)
1515 East First Street
Tucson, AZ 85719
Email: sirls@email.arizona.edu
Phone: (520) 621-3565
Fax: (520) 621-3279

**540: Introduction to Archives**
Provides an introduction to the archival profession with focus on theory and practice in the areas of appraisal and acquisition, arrangement and description, reference, preservation, exhibitions, outreach, and electronic resource development.
*Pre-requisites: None*
Frequency: ?
Credit Hours: 3
541: Preservation
Provides an introduction to the preservation of library materials, including an overview of 
physical and chemical deterioration in various forms of media, and exploration of the body of 
knowledge related to ameliorating these problems.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

574: Digital Libraries Information Technology in Libraries
Considers digital information resources and the technical infrastructures used to create, 
manage, and provide access to digital library collections.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

640: Advanced Issues in Archival Enterprise
This course considers different approaches to the archival profession. The course will conduct 
in-depth discussions on theory and practice in the areas of appraisal and acquisition, 
arrangement and description, reference, preservation, exhibitions, outreach, and electronic 
resource development.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

671: Introduction to Digital Collections
This course lays a foundation for managing digital information by introducing students to the 
emerging field of data curation and by examining the practical issues involved in managing 
digital collections and repositories at present. Topics include information organization, resource 
description, repository architectures, and user services in the digital environment. Above all, 
the course aims to provide an up-to-date analysis of systems design and policy issues students 
are likely to encounter in the field.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

674: Preserving Digital Collections
This course takes an in-depth look at the fundamental problems and potential solutions for 
long-term digital preservation. Topics range from the immediate risk of content loss due to 
human error or systems failure, the ongoing threat of technology obsolescence, the role of 
standards and best practices in mitigating risks, and the strategic approaches now being 
developed by preservationists to ensure the permanence and authenticity of digital information 
in a rapidly evolving technology environment.
Pre-requisites: No
California

San José State University
School of Library and Information Science
http://slisweb.sjsu.edu
One Washington Square
San Jose, CA 95192-0029
Email: SanJoseSLIS@gmail.com
Phone: (408) 924-2490
Fax: (408) 924-2476

LIBR 256: Archives and Manuscripts
An introduction to the theory and practice of managing archival documents, such as personal papers, institutional records, photographs, electronic records, and other unpublished material. Topics covered include manuscript and records acquisition and appraisal, arrangement and description, conservation and preservation, reference and access.
Pre-requisites: LIBR 200, 202, 204
Frequency: ?
Credit Hours: 3

LIBR 259: Preservation Management
Examination of preservation practice, with emphasis on emerging theories, models and technologies.
Pre-requisites: LIBR 200, 202, 204
Frequency: ?
Credit Hours: 3

LIBR 280: History of Books and Libraries
This class examines the role of the book and the library in expressing and fostering culture throughout history. It traces the development of the book through its many stages—cuneiform fragments, illuminated manuscripts, printed books, and electronic journals—and explores how the creation, use, and storage of information are affected by social and technological change. The development of libraries and librarianship and how they have accommodated themselves to the changing form of the book will also be considered.
Prerequisite: LIBR 200
Frequency: ?
Credit Hours: 3

LIBR 284: Seminar in Archives and Records Management
In-depth study of current issues and practices in archives and records management. The course
addresses new areas of research and application such as oral history, sound and visual archives, digitization and digital preservation, digital curation, and more.

Pre-requisites: LIBR 200, 202, 204; Other pre-requisites may be added depending on content. Repeatable with different content up to 12 units.

Frequency: ?
Credit Hours: 3

University of California, Los Angeles
Graduate School of Education & Information Studies
http://is.gseis.ucla.edu/
Graduate School of Education & Information Studies Building
GSE&IS Building - Box 951520
300 North Charles E. Young Drive
Los Angeles, CA 90095-1520
Phone: (310) 825-8799
Fax: (310) 206-4460
Email: info@gseis.ucla.edu

200: Information in Society
Examination of processes by which information and knowledge are created, integrated, disseminated, organized, used, and preserved. Topics include history of communication technologies, evolution of literacy, development of information professions, and social issues related to information access.
Pre-requisites: None
Frequency: ?
Credit Hours: 4

237: Analytical Bibliography
The book as physical object and its relationship to transmission of text. History and methods of analytical bibliography, with particular emphasis on handpress books. Printing processes as related to bibliography and librarianship. Discussions, demonstrations, and experiments in design, composition, and presswork.
Pre-requisites: None
Frequency: ?
Credit Hours: 4

M238: Environmental Protection of Collections for Museums, Libraries, and Archives
Review of environmental and biological agents of deterioration, including light, temperature, relative humidity, pollution, insects, and fungi. Emphasis on monitoring to identify agents and understanding of materials sensitivities, along with protective measures for collections.
Pre-requisites: Course 432
Frequency: ?
Credit Hours: 4
239: *Letterpress Laboratory*
Hands-on printing experience in letterpress shop designed to give students in information studies, design, or other disciplines understanding of printing process. Basic instruction provided, and students work on group project for duration of term.
Pre-requisites: None
Frequency: ?
Credit Hours: 1

240: *Management of Digital Records*
Introduction to long-term management of digital administrative, information, communications, imaging, or research systems and records. Topics include electronic recordkeeping, enterprise and risk management, systems analysis and design, metadata development, data preservation, and technological standards and policy development.
Pre-requisites: None
Frequency: ?
Credit Hours: 4

289: *Seminar: Special Issues in Information Studies*
Identification, analysis, and discussion of critical intellectual, social, and technological issues facing the profession. Topics may include (but not limited to) expert systems, literacy, electronic networks, youth at risk, information literacy, historical bibliography, preservation of electronic media, etc. May be repeated with topic change.
Pre-requisites: None
Frequency: ?
Credit Hours: 2-4

421: *Special Libraries and Information Centers*
Organization, administration, collections, facilities, finances, and problems of special libraries and of special collections within general libraries. Methods of handling nonbook materials. Current trends in documentation and mechanization.
Pre-requisites: None
Frequency: ?
Credit Hours: 4

431: *American Archives and Manuscripts*
Identification, description, subject analysis, and organization of records contained in archives and manuscript collections. Administration. User requirements. Problems of acquisition, legal title, literary property, preservation, accessibility, and use.
Pre-requisites: None
Frequency: ?
Credit Hours: 4
**432: Issues and Problems in Preservation of Heritage Materials**
Introduction to fields of library conservation and preservation, with emphasis on preservation administration.
Pre-requisites: None
Frequency: ?
Credit Hours: 4

UCLA also offers a degree from the Moving Image Archive Studies (MIAS) program, an interdepartmental degree program which leads to a Master of Arts in Moving Image Archive Studies. The program is jointly sponsored by UCLA's Film and Television Archive, Department of Information Studies and Department of Film, Television and Digital Media. (Note that this program is not ALA-accredited.)

**UCLA Moving Image Archive Studies Program** This program is unaccredited by ALA but was included because it represents a complimentary scope of study with limited offerings elsewhere in the U.S. and Canada.
Graduate School of Education & Information Studies Building
http://mias.gseis.ucla.edu/
Email: gershon@gseis.ucla.edu
Phone: (310) 206-1685

**MIAS 200: Moving Image Archiving: History, Philosophy, Practice**
Introduction to historical development of moving image archives. Critical analysis of archival policies regarding collection development, access, exhibition, cataloging, preservation, and restoration. Introduction to principle models and methodologies of moving image archive practices from 1938 establishment of International Federation of Film Archives to the present, addressing practices such as collection development of classical, national, regional, and non-mainstream materials (small gauge formats, independent and amateur productions, new media); changing role of technology in preservation and restoration; ethics of moving image restoration; cataloging standards and documentation systems; classical and alternative models of archive administration and funding; cultural impact of public programming; research and publication supported by moving image archives; access, education, and archival productions.
Pre-requisites: None
Frequency: ?
Credit Hours: 4

**MIAS 210: Moving Image Preservation and Restoration**
Critical analysis of distinct models for archival preservation and restoration of moving image media. Examination and evaluation of current preservation standards for storage and duplication. Discussion of critical preservation problems such as nitrate deterioration, color fading, vinegar syndrome, and irreplaceable formats. Exploration of case studies of specific restoration projects through critical before and after studies, with focus on crucial ethical issues embedded within each technical and aesthetic decision facing restorers. Of special interest is question of whether it is possible and appropriate to speak of particular schools and/or
philosophies of restoration. Range of key issues addressed, such as identification of original versus subsequent and multiple versions and theoretical and practical distinctions between different types of restoration.
Pre-requisites: ?
Frequency: ?
Credit Hours: 6

**MIAS 220: Archaeology of Media**
History of moving image technologies. Examination of relationship between technological evolution and forms of moving image expression. Lectures combined with extensive presentations of full range of analog, video, and digital image types to train students to develop discerning eye required for professionals working in 21st-century moving image archive. In addition to study of specific technical developments such as new gauges, formats, color processes, aspect ratios, films stocks, and projection systems, exploration of larger economic and industrial forces behind them. Study of aesthetic consequences of specific production and exhibition innovations by examining different types of images, genres, and narratives that accompany and influence passage of new technologies.
Pre-requisites: ?
Frequency: ?
Credit Hours: 4

**MIAS 240: Archival Administration**
The day-to-day administration of moving image archive involves complex set of interrelated activities, including donor relations, deposit agreements, and application of copyright law; collection identification and cataloging; storage, conservation and preservation of moving image materials; budget planning, fundraising, and grant writing; staff training and supervision; programming, education initiatives, and internet access. The seminar will analyze the interrelationship between administrative policies, budgets, human resources, and overall archival goals. Through discussions with working archival professionals, these essential tasks will be explored, paying particular attention to the rapidly changing paradigms brought about by the migration of media into the digital realm.
Pre-requisites: ?
Frequency: ?
Credit Hours: 4

**COLORADO**

**University of Denver**
Library and Information Science Program, Morgridge College of Education
Katherine A. Ruffatto Hall
LIS 4104: Information Access and Retrieval
Using systems for information discovery, access, and retrieval requires an understanding of characteristics of information storage media (books, videos, floppy disks, hard disks, CD-ROM, etc.), information transmission (digital and analog), and query logic. It also requires understanding the various systems for organizing types of information, including textual information, numeric, geographic, and image files. The current and existing technologies and software aiding information access and retrieval will be explored in this course. Students will experience and discuss searching systems for all types of information files stored in various media and accessed by the use of both analog and digital telecommunications systems.
Pre-requisites: LIS 4010
Frequency: Every other year; next offered Fall 2015
Credit Hours: 3

4321: Collection Management
Topics addressed in this course include collection development and access policies, selection methods and practices, collection assessment, preservation and conservation, de-selection, treatment of rare material, manuscripts and archives, U.S. government publications, non-book and digital formats management, juvenile, and other special materials.
Pre-requisites: None
Frequency: Winter and Spring
Credit Hours: 3

LIS 4800: Introduction to Archives & Records Management
This course provides an introduction to the objectives and methods of the archival and records management professions including an overview of terminology, issues, and common practices. The systematic control of records throughout their life cycle from creation through processing, distribution, organization, retrieval and archival disposition will be covered.
Pre-requisites: LIS 4000, LIS 4010; or instructor permission
Frequency: Every year in winter
Credit Hours: 3

4803: Preservation and Conservation
An overview that includes the historical foundations of library and archival preservation, contemporary challenges and issues, and current preventative and response practices. The course covers: the origin and development of professional preservation and conservation practice - including ethics and principles, aspects of the history of books and printing that are relevant to material deterioration and treatment or reformatting options, environmental
monitoring and control, disaster preparedness and response, collection management strategies, reformatting practices, non-book formats, and repair and conservation treatment of collection materials.

Pre-requisites: LIS 4800 or approval of instructor

Frequency: Every other year; next offered Winter 2015

Credit Hours: 3

LIS 4810: Digital Libraries

This course will provide a theoretical foundation for the study of digital libraries and will discuss the technological, organizational, social, and legal issues associated with the development and use of digital libraries. Through this course students will develop an understanding of digital library components and will explore theoretical and practical approaches to constructing, maintaining, and evaluating digital libraries. Topics to be examined include digital library definitions, design and architecture of digital libraries, information access in the digital library environment, digital library users and user services, data repositories, digital curation, digital preservation, digital library evaluation, and digital librarianship.

Pre-requisites: None

Frequency: Every year in fall

Credit Hours: 3

LIS 4820: Digitization

The course offers an introduction to issues and trends in planning, developing and managing digitization projects at libraries, archives, and museums. The focus of the course will be on the conversion process of analog materials into the digital format, online delivery, and preservation of master files. The course will discuss collection development policy for digital projects, copyright, digital imaging technology, digitization standards and best practices for text, images, audio, and video, metadata for cultural heritage collections, delivery platforms, preservation, project management, sustainability, documentation, promotion, and evaluation of digital projects.

Pre-requisites: None

Frequency: Every year in winter

Credit Hours: 3

LIS 4830: Building Digital Collections

This course is designed to be an exploration of the intersection of library and archival traditions and the world of interoperable digital libraries. It will examine the existing and developing methodologies for creating, managing, preserving, and creating access to electronic records and digital objects. Topics covered include content creation standards and best practices, metadata, interoperability, sustainability, scalability of management systems, and concepts related to designing access tools and delivery systems. While not a technical course, discussion of technology and its application to digital library practices will be a major theme.

Pre-requisites: LIS 4010

Frequency: Every year in spring

Credit Hours: 3
Frequency: Scheduled fall and spring semesters
Credit Hours: 3

DISTRICT OF COLUMBIA (WASHINGTON)

Catholic University of America
School of Library and Information Science
http://slis.cua.edu/
620 Michigan Ave., N.E.
Washington, DC 20064
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Phone: (202) 319-5085
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LSC 646: Archives Management
Intensive introduction to the field of archives through a survey of principles, practices, and current debates in the field of archives administration, including: accessioning, arrangement, description, preservation, and reference services. Special emphasis on new technological applications. Focuses in part on the differences between archives, libraries, special collections, and other cultural heritage repositories. Explains the interaction of various components of archives and records administration. Includes critical readings, independent research and analytical writing, as well as physical and virtual site visits to archives facilities.
Pre-requisites: 551 or 557
Frequency: ?
Credit Hours: 3

LSC 647: Preservation
Introduction to the preservation of paper collections and related media in library and archival collections including bound volumes, documents, scrapbooks, photographic prints and negatives, newspapers, maps, works on art on paper, moving images, audio recordings, and digital media. Defines preservation management and identifies the components of preservation programs. Explores the historical and contemporary contexts of preservation activities, including the impact of new technologies. Provides a basic overview of preservation management strategies, including methods of assessment, selection and collection, program planning, disaster preparedness, and preventive maintenance. Utilizes state-of-the-art information resources, readings, physical and virtual exercises, and site visits.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LSC 648: Digital Curation
This course provides an overview of digital curation as a lifecycle management strategy to manage, evaluate, collect, organize, preserve, share, support and promote the use and re-use
of digital assets. The course introduces digital curation models, infrastructures, standards, initiatives, and technical tools; and covers the concepts and skills involved in creating and managing an integrated and sustainable digital cultural heritage repository as a trusted body of digital information for current and future use.

Pre-requisites: None
Frequency: ?
Credit Hours: 3

LSC 652: Foundations of Digital Libraries
The digital library is a blend of old and new, bringing new formats, technologies and techniques to the global dissemination of information, drawn on knowledge and experience in areas such as organization of information, digital preservation, information retrieval, interface design, and networking. This course will provide an overview of principles and practices in digital libraries. The course will address theoretical, technological, social, and practical issues regarding building, organizing, and providing access to digital libraries. Topics covered in the course include all phases of project management including collection development and assessment, formatting standards and practices, metadata and markup standards, technical infrastructure, and end-user experience.
Pre-requisites: LSC555
Frequency: ?
Credit Hours: 3

LSC 677: History and Theory of Cultural Heritage Institutions
This course provides the 21st-century LIS-CHIM student with an overview of the history and theory of institutions whose mission is to collect, preserve, organize, interpret, and disseminate information about the cultural heritage, tangible and intangible, and by direct or virtual means. Students will gain a grasp of the purpose and mission of these institutions, from the “cabinet of curiosities” to the virtual collections that cross boundaries among libraries, museums, and archives, as well as cultural organizations that protect and interpret buildings and sites of cultural and historical significance or are dedicated to grass-roots efforts to promote the protection of heritage. The course will cover ethics, collection and curatorial practices, and the visitor/user experience, as well as the meaning of cultural heritage in the global environment.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LSC747: Special Collections
Introduction to the key issues in managing library-based special collections of various subjects, formats, and media, including: traditional book and paper formats, rare books, manuscripts, still and moving images, audio recordings, ephemeral materials, and new media. Explores a variety of curatorial techniques and approaches to identify, acquire, preserve, describe, make accessible, manage and administer these materials. Examines the unique characteristics as well as the commonalities across varieties of special collections. Discusses curatorial challenges due to new technologies and popular misperceptions about the role and value of collections, and
the evolving nature of special collections' curatorship.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LSC832: Rare Books
Practical introduction to all facets of the physical book as it is encountered in rare book collections, with an emphasis on the hand-press period; to the scholarly and trade literature surrounding it; and to the terminology historically and currently employed by rare book professionals. A materials-centered course, combining dimensions of art history and industrial archaeology. Explores issues related to collection, conservation, preservation, and cataloging of rare books. Examines the subtle features of rare books and their manufacture, history, condition, and institutional collection management and administration. Includes an introduction to basic reference works and the major authors in the rare books field.
Pre-requisites: LSC551
Frequency: ?
Credit Hours: 3

LSC 833: Music Librarianship
Introduction to the management and administration of music collections, including those in public, academic, conservatory, and research libraries, as well as those in performance spaces and archival settings. Examines the practices of collecting, providing access to, and preserving music and dance materials, including published and unpublished music and dance scores, and recordings in a variety of media. Special emphasis on the issues and developments in performing arts librarianship.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LSC 845: Religious Archives Institute
Intensive introduction to the management and operations of religious archives, records, manuscripts, and objects collections. Presented by historians, archivists, librarians, and museum curators through a general survey of principles, practices, and current debates in archives administration, including: accessioning, arrangement, description, preservation, and providing physical and virtual access. Special emphasis on new technological applications and the complexities of modern communication in contemporary religious archival institutions. Includes related site visits in the Washington DC area.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LSC 874: Digital Humanities
Digital Humanities is the practice of using information technology, digital and computational methods to answer humanities research questions. Digital Humanities combines the
methodologies from the traditional humanities disciplines such as religion, philosophy, art, architecture, literature, linguistics, film and theater, music, history, and archaeology with tools from computer science such as data visualization, data mining, textual analysis, information retrieval, and digital publishing. Librarians are playing collaborative roles in such areas as data curation and preservation, digitization of critical editions, data analysis, project design, and project management. Topics include the evolution of humanities to digital humanities; the tools and techniques used by digital humanists; the scholarly communication issues impacted by the digital humanities; and the issues pertaining to funding, managing, and evaluating digital humanities projects.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LSC 877 or CLSC 877: Institute on Digital Collections in Libraries, Archives, and Museums
Digital Collections in Libraries, Archives and Museums" introduces the practices, standards, and challenges evident across the spectrum of cultural heritage institutions trying to leverage collections online. The class considers the entire life-cycle of digital collections from creation to dissemination to preservation, as well as looking at institutional conditions - past, present and future - that influence collection access online. The current era challenges libraries, archives and museums (LAMs) to connect with their audiences, as well as with their peers, in ways that redefine traditional notions of authority and autonomy. Taking an institutional as well as a network-level perspective, the class tracks this (r)evolution-in-progress and looks at emerging strategies to make digital heritage collections matter in an environment dominated by for-profit networking and information spaces. Concepts introduced in class lectures and discussions will be deepened through focused site visits with experts at local institutions.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LSC 887 or CLSC 887: Institute on Federal Library Resources
This six-day intensive course examines the complex of federal library programs and operations in detail through presentations by library leaders and others prominent in federal library activities. With preparation through assigned readings, online study, and group discussions, participants make on-site visits to major federal libraries across the entire range of government service and are introduced to careers in federal libraries. In addition to federal resources, topics examined may include mission support, marketing and outreach, use of emerging technologies, preservation, and electronic records management.
Pre-requisites: None
Frequency: ?
Credit Hours: 3
FLORIDA

Florida State University
School of Information
http://ischool.cci.fsu.edu/academics/graduate/
101 Louis Shores Building
142 Collegiate Loop
P.O. Box 3062100
Tallahassee, FL 32306-2100
Email: help@cci.fsu.edu
Phone: 850-644-5775
Fax: 850-644-9763

LIS 5472 Digital Libraries
The course offers a comprehensive overview of digital libraries, beginning with the conceptual underpinnings of digital libraries and broadening to include issues in the design, management and evaluation of digital libraries, such as: collection management and digitization; knowledge representation; access and user interfaces; archiving and digital preservation; as well as evaluation. The course also discusses the research literature addressing digital library development.
Pre-requisites: LIS 5362; Pre- or Co-requisite LIS 5703
Frequency: ?
Credit Hours: 3

LIS 5513: Preservation of Information Materials
Introduction to the problems, solutions, management, and ethics of the preservation of library, archive, media, and information center materials.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

GEORGIA

Valdosta State University
Library and Information Science Program
www.valdosta.edu/mlis
Odum Library
1500 N. Patterson St.
Valdosta, GA 31698
Email:
Phone: (229) 333-5966
Fax: (229) 259-5055
**MLIS 7270: Information Management**
A survey of the issues and problems of information management. Emphasis is on modern developments in the generation, storage, classification and transmission of information vital to the management of public organizations. Also offered as PADM 7110.
Pre-requisites: *None*
Frequency: ?
Credit Hours: 3

**MLIS 7400: Collection Development**
Principles and processes for building and maintaining library and information center collections. Identification, evaluation, selection, acquisition, and preservation of materials in all formats will be emphasized. The contexts of all types of libraries, needs of diverse patrons, and legal and ethical issues will be considered.
Pre-requisites or co-requisites: *MLIS 7000 or consent of instructor*
Frequency: ?
Credit Hours: 3

**MLIS 7440: Electronic Resources in Libraries**
Policies and procedures for managing electronic information resources as part of a library collection. Selection, budgeting, acquisition, cataloging, assessment, copyright, licensing, and preservation are considered.
Pre-requisites: *MLIS 7000 or consent of instructor*
Frequency: ?
Credit Hours: 3

**MLIS 7580: Digital Libraries**
Addresses how librarians and information professionals can digitize, preserve, organize, and disseminate content and apply available technologies to practices in the field. This course focuses on current trends in digital libraries research and practice. The impact of digital libraries on society will be emphasized.
Pre-requisites or co-requisites: *MLIS 7000 or consent of instructor*
Frequency: ?
Credit Hours: 3

**MLIS 7730: Preservation**
An introduction to the fundamental principles of libraries and archives preservation. It covers the nature and deterioration of library materials, collection care, analog and digital reformatting, conservation considerations, disaster planning, and issues in digital preservation.
Pre-requisites or co-requisites: *MLIS 7000*
Frequency: ?
Credit Hours: 3
MLIS 7740 Rare Book Librarianship
A foundation in the principles and practices of rare book librarianship. Topics include book collecting, acquisitions and access, support for teaching and research, professional competencies, programming, preservation, ethics, and current issues and trends.
Pre-requisites or co-requisites: MLIS 7000
Frequency: ?
Credit Hours: 3

HAWAII

University of Hawaii
Library and Information Science Program
Department of Information and Computer Sciences
http://www.hawaii.edu/lis
Hamilton Library Room 2
2550 McCarthy Mall
Honolulu, HI 96822
Email: slis@hawaii.edu
Phone: (808) 956-7321

LIS 612: History of Books & Libraries
History of written communication: the recording, preservation, and transmission of knowledge. Development of libraries from earliest times through the 20th century as instruments of cultural transmission.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LIS 619: Preservation Management
Introduction to preservation management. Focuses on management strategies for preservation of materials in libraries and archives. Covers preservation planning, condition surveys, disaster planning, grantsmanship, and basic issues relating to deterioration.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LIS 620: Conservation of Library and Archival Materials
In-depth exploration of the nature of library and archival materials and factors that cause deterioration. Hands-on approach provides practical experience testing and analyzing basic conservation treatments, and understanding the role of conservation in preservation planning.
Pre-requisites: LIS 619 or consent
Frequency: ?
Credit Hours: 3

ILLINOIS

Dominican University
Graduate School of Library and Information Science
http://www.gslis.dom.edu
7900 West Division Street
River Forest, IL 60305
Email: gslis@dom.edu
Phone: (708) 524-6845
Fax: (708) 524-6657

LIS 710: Descriptive Bibliography
An examination of the physical book. Collation, binding, imprints, colophons and more are
examined in their textual, physical and historical contexts.
Pre-requisites: LIS 701
Frequency: Offered in summer
Credit Hours: 3

LIS 711: Early Books and Manuscripts
From clay, papyrus and parchment origins; ancient alphabets to the Roman; medieval
manuscript hands and illumination; book production and bookselling; foundations of significant
libraries; bibliographic sources.
Pre-requisites: LIS 701
Frequency: Offered in spring
Credit Hours: 3

LIS 712: History of the Printed Book
From Gutenberg to the present; introduction to publishing printing processes, book design
(typography, illustration, binding) and distribution.
Prerequisite: LIS 701
Frequency: Offered in fall
Credit Hours: 3

LIS 713: Introduction to the Preservation and Conservation of Library and Archival Materials
Introduces students to the concepts and fundamentals of preservation and conservation of
library and archival records and materials. Students learn about the environmental and
structural causes and control of deterioration, conservation and repair, storage and
reformatting, disaster preparedness and risk management, binding and security. Students are
also introduced to strategies and best practices for preservation planning and management of
preservation programs and resources.
Prerequisite: LIS 701
LIS 759: Digital Libraries
Digital libraries are an important component of library services involving all aspects of the information cycle: creation, collection, organization, dissemination and utilization. The course will provide an introduction of major digital library concepts to library and information professions focusing on developing the skills necessary to design and implement successful digital projects.
Pre-requisites: LIS 701, LIS 703, and LIS 704; LIS 882 highly recommended

LIS 881: Advanced Archival Principles, Practices and Services
Examines, in great depth, archival principles, practices and services. Students examine theories and policies, pertaining to the functions of archival appraisal, acquisition, arrangement, description, reference and outreach, access and advocacy. They also focus on administrative issues, such as legal and ethical issues, training and education, risk management, planning for technology, space, assessment, grant writing, electronic and digital preservation strategies and policy development. Students also complete internship hours in an archives or repository.
Pre-requisites: LIS 701 and LIS 775

LIS 889: Digital Curation
Increasingly, libraries, information centers, archives, museums and other information-based organizations are becoming repositories for digital collections and digital objects. Preserving digital materials has emerged as a major initiative for these organizations. This course will provide an overview of the research in curating and preserving digital data, will provide practical experience in working with digital materials and will develop the skills necessary to create curation plans for digital materials.
Pre-requisites: LIS 701 and LIS 775 or LIS 885; LIS 882 highly recommended

University of Illinois at Urbana-Champaign
Graduate School of Library and Information Science
http://www.lis.illinois.edu/
501 East Daniel Street, MC-493
Champaign, IL 61820-6211
Email: gslis@illinois.edu
Phone: (217) 333-3280
Fax: (217) 244-3302
LIS 501: Information Organization and Access
Emphasizes information organization and access in settings and systems of different kinds. Traces the information transfer process from the generation of knowledge through its storage and use in both print and non-print formats. Consideration will be given to the creation of information systems: the principles and practice of selection and preservation, methods of organizing information for retrieval and display, the operation of organizations that provide information services, and the information service needs of various user communities.
Pre-requisites: LIS Master’s student
Frequency: ?
Credit Hours: 4

LIS578: Technical Services Functions
Seminar on the principles, problems, trends, and issues of acquiring, identifying, recording, and conserving/preserving materials in all types of libraries and information centers; includes the special problems of serials management; emphasizes service aspects.
Pre-requisites: LIS student
Frequency: ?
Credit Hours: 4

LIS580: Rare Book and Special Collections Librarianship
This course is designed as a practical introduction to Rare Book and Special Collections Librarianship, to cover for the neophyte as well as the experienced librarian the many issues of these departments' responsibilities, including selection, acquisition, receiving, cataloging, processing, shelving, circulation, inter-library loan, reference, preservation and conservation, security, exhibition, publication, and so forth, including the uses of information technology. REQUIRED course for the Certificate in Special Collections.
Pre-requisites: LIS590RM
Frequency: ?
Credit Hours: 2

LIS581: Administration and Use of Archival Materials
Administration of archives and manuscript collections in various types of institutions. Theoretical principles and archival practices of appraisal, acquisition, accessioning, arrangement, description, preservation, and reference services. Topics will include: records management programs, collecting archives programs/special collections, legal and ethical issues, public programming and advocacy, and the impact of new information technologies for preservation and access. Lectures, discussion, internet demonstration, and field trips to the Special Collections Department and University Archives.
Pre-requisites: None
Frequency: ?
Credit Hours: 4
**LIS582: Preserving Information Resources**
Covers the broad range of library preservation and conservation for book and non-book materials relating these efforts to the total library environment; emphasizes how the preservation of collections affects collection management and development, technical services, access to materials and service to users.
Pre-requisites: None
Frequency: ?
Credit Hours: 4

**LIS586: Digital Preservation**
Examines current problems with and approaches to digital preservation that are fundamental to the long-term accessibility of digital materials. Also examines the range of current research problems, along with emerging methods and tools, and assess a variety of organizational scenarios to plan and implement a preservation plan. Topics will include basic information theory, preservation of complex digital objects; standards and specifications; sustainability and risk assessment; authenticity, integrity, quality control, and certification; and management of preservation activities.
Pre-requisites: None
Frequency: ?
Credit Hours: 4

**LIS590AV: Audiovisual Materials in Libraries and Archives**
As analog film, video, and audio materials and playback equipment become obsolete, libraries and archives with audiovisual (AV) materials in their collections face great challenges in preserving these materials. AV preservation and collection is costly, time-consuming, and requires specialized knowledge. This course will discuss the ways that librarians and archivists are responding to the challenges of audiovisual handling, preservation and collection.
Pre-requisites: None
Frequency: ?
Credit Hours: 2

**LIS590BB: Bookbinding: History, Principles and Practice**
A hands-on exploration of multiple styles of bookbinding. Students will acquire fundamental technical knowledge by creating a variety of book structures using traditional tools and materials. An appreciation of the history of bindings will be gained through readings, visits to the Rare Book and Manuscript Library, the Conservation Lab and other field trips.
Pre-requisites: None
Frequency: ?
Credit Hours: 2

**LIS 590CL: Comics in Libraries**
A pragmatically-focused class, Comics in Libraries examines the particular challenges comics pose as library resources. Topics include collection management, discovery and access,
description and representation, preservation, readers’ services, and intellectual freedom as they pertain to comics in forms including comic strips, graphic novels, and manga.

Pre-requisites: None
Frequency: ?
Credit Hours: 2

*LIS 590DC: Foundations of Data Curation*
Data curation is the active and on-going management of data through its lifecycle of interest and usefulness to scholarship, science, and education; curation activities and policies enable data discovery and retrieval, maintain data quality and add value, and provide for re-use over time. This course provides an overview of a broad range of theoretical and practical problems in this emerging field. Examines issues related to appraisal and selection, long-lived data collections, research lifecycles, workflows, metadata, legal and intellectual property issues.

Pre-requisites: Students enrolled in the Data Curation specialization have registration priority
Frequency: ?
Credit Hours: 4

*LIS 590EX: Planning, Production, & Practice of Library and Museum Exhibitions*
Exhibitions are essential for special collections, whether the collection is part of a traditional academic rare book library, an archive, a public library, an historical society, a museum, or any other institution with special collections. Producing high quality exhibitions ought to be a primary goal of such cultural institutions because it is through exhibits that we interpret our collections to a broader audience. This course will offer practical instruction on the organization, planning, and research that go into any exhibit. Conservation issues will also be discussed in the course, with topics ranging from getting items into exhibit-worthy condition to the potential damage that an exhibition environment can cause and how to minimize it. Each student will produce a small exhibit with a paper or online catalog.

Pre-requisites: None
Frequency: ?
Credit Hours: 2

*LIS 590GN: Conservation of General Collections*
Focuses on the physical care of general book collections. Students will learn how to complete basic repairs for circulating (i.e. general collection) book materials, and how to manage and support these repairs in the context of a library collection and other library activities, such as digitization. Class work will consist of a combination of traditional lectures and reading as well as hands-on projects in book repair and protection.

Pre-requisites: None
Frequency: ?
Credit Hours: 4

*LIS 590HB: History of the Book*
This course will cover a wide variety of topics concerned with the history and development of the book, both as a physical object and as the bearer of intellectual content. Discussions will
explore different aspects of written materials, including the physical properties of the objects that carry text and image (e.g., papyrus, paper, parchment, etc.) and their cultural and intellectual function.

Pre-requisites: None
Frequency: ?
Credit Hours: 2-4

LIS 590HT: History of Bookbinding: Mechanics & Materials
This class will explore the history of bookbinding by making models of historical book structures. Students will visit the Rare Book and Manuscript Library to see examples of bindings of different periods and will then return to the classroom to create a set of models to have on hand for presentation to students and visitors as librarians.
Pre-requisites: None
Frequency: ?
Credit Hours: 2

LIS 590LP: History and Techniques of Letterpress Printing
This course explores the history and techniques of fine printing (letterpress), looks at classics of typography and printing in examples from the Rare Book and Manuscript Library, and provides technical instruction in typesetting and press operation. Students will have exposure to the conceptual, intellectual, and aesthetic considerations of printing and printmaking.
Pre-requisites: None
Frequency: ?
Credit Hours: 2

LIS590PC: Preservation and Conservation for Collections Care
This course, meant to build on previous coursework in Preservation, Special Collections and/or Rare Book Curation, will focus on the physical structure and chemical composition of book, paper, and photographic materials. Students will learn how historic and modern library and archives materials are produced, how they age and potentially deteriorate, and different approaches for their physical care. Class work will be split between traditional lectures and readings as well as hands-on projects in book construction and minimally invasive treatments and stabilization mechanisms. The goal will be to educate students to a level at which they can effectively communicate with conservation and preservation professionals, as well as set educated priorities and expectations for the care of their collections.
Pre-requisites: LIS 582 or LIS 590RB, or consent of instructor
Frequency: ?
Credit Hours: 4

LIS 590PDP: Perspectives on Digital Preservation
This seminar examines recent attempts to create both theoretical and methodological frameworks for insuring the long-term preservation of digital materials. Drawing upon previous work in information theory, literary theory, social theory and diplomacies, students in the course will critically examine a variety of recent efforts to establish standards and best practices
for digital preservation. The course will emphasize exploring the interplay of technological and social issues involved in digital preservation, including matters of authenticity and trust, integrity of information, ownership and intellectual property, and the application of concepts such as authorial intent in recent digital preservation initiatives such as the Variable Media Network. The class will be conducted as a seminar centered on discussion of readings as well as student interests. Students will be expected to lead class discussions and provide updates on their own research over the course of the semester.

Pre-requisites: CAS or Doctoral student; Master’s students may enroll with consent of instructor.

Frequency: ?
Credit Hours: 4

*LIS590PM: The Manufacture, Description, Uses, and Preservation of Paper in the Scholarly World*
This course is an introduction to the world of paper with respect to rare books--their manufacture, materials, properties, uses, decoration, collection, sale, distribution, description, editing, preservation, and conservation, along with the preferred vocabulary of the medium. In this course students will be presented with a large vocabulary, pertaining to the range of surfaces of human communication, from stone to clay to several kinds of proto-papers (papyrus, vellum, bark paper, tapa cloth, and so forth) to the real thing--paper, in its myriad manifestations. The knowledge imparted by this class should be useful for anyone who deals with the medium, who describes it, shelves it, buys or sells it, preserves it, repairs it, or even just admires it.

Pre-requisites: None
Frequency: ?
Credit Hours: 2

*LIS 590PO: The Book as Physical Object*
Examines all the PHYSICAL aspects of books and how these inform us of the books' manufacture and place in a scholarly world. Covers all aspects of book production, from the earliest books to computers, and concentrates on their physical aspects. The course will look at all kinds of manifestations and features of codices that will useful in cataloging and bibliographical description, in reading scholarly bibliographies, in deciphering booksellers' catalogs, and in describing copy-specific information for finding aids.

Pre-requisites: None
Frequency: ?
Credit Hours: 2

**INDIANA**

Indiana University
School of Library and Information Science
[http://www.slis.indiana.edu](http://www.slis.indiana.edu)
Z581: Archives and Records Management
Introduces basic theories, methods, and significant problems in archives and records management. The course also discusses how archivists are responding to the challenge of managing and preserving electronic records.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Z582: Preservation
Examines causes of library and archival materials deterioration. Develops conceptual framework and management perspective for preservation programs using technical standards, program development tools, scientific and administrative research reports, and advocacy literature. Explores the new information technologies and media as both preservation tools and challenges.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Z583: Rare Book Librarianship
Introduction to the development, organization, and operation of rare book libraries and special collections. Includes an overview of the fundamentals of book collecting, both private and institutional, the antiquarian book trade and auction market, and the profession and practice of rare book librarianship.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Z584: Manuscripts
Introduction to the nature, functions, and methodology of the organization and administration of archives and manuscript collections. The course will consist of lectures, discussions, field trips, and special projects.
Pre-requisites: None
Frequency: ?
Credit Hours: 3
Z585: Records Management
This course focuses on the management of captured organizational information for a broad range of organizational purposes. It addresses business, legal, disaster, as well as cultural issues and students will gain a broad knowledge of skills and issues that impact records management in organizations.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Z680: The Book to 1450
Covers the introduction and development of writing, and the history of the manuscript and printed book, from their beginnings to approximately the year 1450. Although there will be some coverage of the non-Western book, the emphasis will be on the history of the book in the West.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Z681: The Book 1450 to the Present
A survey of the book from 1450 to the present, with emphasis on the development of the book in the West. Focuses on the physical aspects of the book from the mid-fifteenth through the twentieth centuries, and on some of the many roles of the book in society during this period; also increases awareness of current scholarly trends in the history of the book.
Pre-requisites: Authorization required
Frequency: ?
Credit Hours: 3

Z685: Electronic Records Management
Addresses the major issues and challenges facing the archival/records management professions in their quest to manage electronic records. Students will study and evaluate the impact automation has had on archival theory and practice, analyzing various models and strategies archivists have developed to manage electronic records.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

IOWA

University of Iowa
School of Library and Information Science
http://slis.uiowa.edu/~slisweb/
3087 Main Library
Iowa City, IA 52242-1420
021:150: Preservation and Conservation of Collection Materials
Overview of responsible stewardship of library and archival collections; principles and practice of book conservation with focus on prototypes for conservation rebinding; appropriate care of books, papers, photographs (traditional and digital), film, and other non-print items; fundamental instruction in methods of page repair, investigation of eight historical prototypes, construction of related conservation binding models; lecture, discussion, student presentation, and hands-on activities.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

021:258: Transition from Manuscript to Print
Western manuscripts and books 1200-1600; changes in production and distribution methods and in how texts were used, in cultural context. Same as 108:183, 16E:118.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

The University of Iowa School of Library and Information Science and The Center for the Book also offer a joint MA in Library and Information Science and Graduate Certificate in Book Studies:

University of Iowa
The Center for the Book
http://book.grad.uiowa.edu/
216 North Hall
Iowa City, IA 52242
Email: center-for-the-book@uiowa.edu
Phone: (319) 335-0447
Fax: (319) 353-2872

Elements of Book Art
Overview of book art process and techniques for nonmajors; introduction to traditional bookbinding skills, nontraditional book structures, and content development for artist books.
Prerequisite: ?
Frequency: ?
Credit Hours: ?
Elements of Letterpress
Introduction to letterpress printing for non-book art majors; metal type, relief printing, page layout, and basic typography; basic use of Vandercook Proof Press; experimentation with diverse letterpress techniques.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Western Papermaking History and technique
History and technique of traditional European hand papermaking and related aesthetics; students gain confidence in pursuing independent production of handmade papers or undertaking related research in their own particular areas of interest; fiber preparation, sheet forming, and drying/finishing methods; concurrent readings and discussions of related history and aesthetics; special projects selected by student with instructor approval.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Studies in Papermaking
Topics in the history and technique of papermaking.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Paperworks
Conceptual and methodological approaches to 2-D and 3-D paper works; students create a body of works that couple the unique properties of paper-pulp medium with personal visual ideas and clarity of intent; contemporary issues in paper pulp and the medium's relationship to larger art and craft contexts.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Islamic and Asian Papermaking History and Technique
History, technique, and aesthetics of traditional Islamic and Asian hand papermaking.

Advanced Projects in Paper
Advanced independent projects undertaken in a classroom setting; collaborative group discussions to plan, implement, troubleshoot, and evaluate student projects.
Prerequisite: ?
Frequency: ?
Credit Hours: ?
Advanced Papermaking Production
Independent Western- or Japanese-style projects undertaken at UICB Research and Production Paper Facility at Oakdale Campus under faculty guidance; plan, implement, and evaluate professional scale production runs using full-scale equipment
Prerequisite: ?
Frequency: ?
Credit Hours: ?

History of Western Letterforms
History of Western letterforms, with focus on tools, materials, techniques; the major hands, their place in history, their influence on modern times; creation of letterforms using appropriate tools; hands-on approach with emphasis on understanding rather than mastery.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Studies in Letter Arts
Special topics and advanced projects in calligraphy and letter arts.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Typography
Introduction to letterform and typographic fundamentals; designing with type--attention to composition, hierarchy, historical practice. This course provides an overview of the history, principles, processes, and terminology in typography. The focus is on the organizational and creative aspects of designing with type, and on the development of the necessary technical skills.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Bookbinding I: Materials and Techniques
Hands-on introduction to materials and techniques commonly used in bookbinding.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Bookbinding II
Build on skills acquired in Bookbinding I; projects to complete six bindings based on historical and contemporary models; sewing styles, board attachments, endband types; nonadhesive and case-bound structures, varied materials and binding styles, their effects on structure, aesthetic
considerations, further development of solid binding skills; historical development of particular binding practices.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Bookbinding III**
Bookbinding structures based on historical and contemporary models; differences in various binding practices, how these differences affect function, why the styles developed; experience choosing appropriate structures for particular uses; emphasis on fine tuning skills and techniques required for advanced binding practices; sewn endbands, rounding and backing, sewing on varied supports, board attachments, and covering methods
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Bookbinding IV: Advanced projects**
Advanced studies in bookbinding; fine binding styles, leather paring and tooling, advanced finishing techniques, refining skills; continued look at differences in regional binding practices, how these differences affect function, and why particular styles developed.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Studies in Bookbinding**
Topics related to hand bookbinding.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Artists' Books**
Exploration of the book as a form for artistic expression; emphasis on conceptual development; relationship between content, form, and structure; how a book's structure and design can enhance and integrate part of the work's meaning.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Historical Book Structures**
Historical development of book structures examined through surviving examples, construction of historical models
Prerequisite: ?
Frequency: ?
Credit Hours: ?
Boxes and Enclosures
Hands-on techniques for a variety of book enclosures; appropriateness, aesthetic issues concerning box design; Japanese wraparound case, drop-spine box, hinged and lidded boxes, slipcase; technical skill development.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Moveable/Sculptural Books
Varied formats for moveable and/or sculptural books; history; readings, hands-on model making.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Pop-Up Book Structures
Hands-on exploration of varied aspects of paper engineering for bookmaking; historical and modern models studied and executed.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Letterpress I
Mechanics of letterpress printing, typography, and design as applied to hand set metal type and edition printing; printing on a Vandercook proof press; introduction to photopolymer plates and methods of illustration related to edition printing, historical aspects of printing technology, typecasting, type classification; role of letterpress in modern private press and contemporary artist books.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Letterpress II
Builds on skills acquired in Letterpress I; issues of book design and production related to letterpress printing; exploration of hand-set metal, digital typesetting, printing from photopolymer plates, and imagemaking; press mechanics and operation; students produce a letterpress printed chapbook or artist book; publication philosophies, manuscript acquisition, and topics specific to literary fine press and artist books; historical and contemporary context for literary fine press publications and artist book work.
Prerequisite: ?
Frequency: ?
Credit Hours: ?
Letterpress III: The Handprinted Book
Exploration of problems in hand-printing books—choice of manuscript, editing, design, typesetting, proofreading, printing and binding; histories of printing and of the book, emphasis on 20th- and 21st-century book design and literature.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Letterpress III: Imagemaking on the Proof Press
Builds on skills acquired in Letterpress I and Letterpress II; advanced work in fine press book design and image-making processes for fine press printing.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Letterpress IV: Advanced projects
Development of individual book projects and production of one substantial project or several smaller ones; focus on acquiring or creating a text and/or other content; project development; range of print techniques available in letterpress printing; issues involved in producing editioned artist books or fine press work; opportunity to expand existing printing; classroom setting augments work sessions with in-progress critiques, readings, and visits to special collections.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Computer Graphics for Art Works
Introduction to Adobe Creative Suite graphic design software (InDesign, Illustrator, Photoshop); emphasis on using software for book arts applications; typesetting and pagination of multipage documents; methods for combining text and image; tools and techniques for digital illustration; creation and manipulation of digital images; preparations of digital files for desktop or letterpress printing and services bureau output.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Book and Publication Design
Students plan, design, and produce a book using Adobe Creative Suite; page layout software, typography, page layout and design, book formatting, handling of image files, preparation of materials for print and other contemporary book media; history of book design, book design in contemporary publishing; visit to University of Iowa Libraries Special Collections.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Digital Design for Artists' Books**
Introduction to concepts, techniques, and technologies used to design and produce artists' books with personal computers and graphic design software.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Studies in Printing**
Special topics and advanced projects in printing.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Studies in Book Technologies**
Topics such as book design, printing, paper arts, letterforms, typography.

**Topics in Preservation/Conservation**
Care, conservation, and preservation of cultural heritage artifacts; readings, discussion, hands-on sessions.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**The Book in the Middle Ages**
Relation of text, decoration, function, creators, and audience in different genres of medieval manuscript books 400-1500 A.D.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**The Transition from Manuscript to Print**
Western manuscripts and books 1200-1600; changes in production and distribution methods and in how texts were used, in cultural context.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

**Introduction to Book History**
Topics related to production, distribution, and consumption of books through history and into the future.
Prerequisite: ?
Frequency: ?
Credit Hours: 

Topics in Book History
Authorship, publishing, and so forth within specific historical and cultural contexts. English majors may apply this course to the following area and/or period requirement.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Electronic Publishing
Modes and methods for building electronic journals, books, thematic collections; new genres for publishing, including blogs, wikis, comics, short stories on the web; social, political, and economic forces that shape electronic publishing; XML-based project.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

Book Art: History, Practice, & Criticism
Introduction to history and artistic practices of book arts; influences and origins from 20th century and earlier; contemporary theory and practice; history, critical considerations, and attempts to define and locate the field through fine art, craft, and book history lenses; weekly readings or analyses of book art pieces, hands-on exercises, research in University of Iowa Library Special Collections with primary sources, and final project, presentation, or research paper.
Prerequisite: ?
Frequency: ?
Credit Hours: ?

KANSAS

Emporia State University
School of Library and Information Management
http://slim.emporia.edu
1200 Commercial
Campus Box 4025
Emporia, KS 66801
Email: sliminfo@emporia.edu
Phone: (620) 341-5203
Toll-free: 1-800-552-4770
Fax: (620) 341-5233

LI 809: Introduction to Archives
Introduction to the world of archives and manuscripts, regardless of form, and to the
archival profession. The functions of selection, appraisal, acquisition, arrangement and description, reference services and access, preservation and protection, outreach, advocacy, promotion, management, and professional ethical and legal responsibilities are explored and applied.

Pre-requisites: None  
Frequency: ?  
Credit Hours: 3

**LI 827: Preservation Strategies**

Introduction to the strategies, techniques, processes, and applications involved in the preservation of library materials. Students learn about the history of the production of library materials, along with the causes of physical and chemical deterioration; the accepted approaches to conservation, and preventive measures such as environmental control, proper handling of materials, and approaches to disaster preparedness and response.

Pre-requisites: None  
Frequency: ?  
Credit Hours: 3

**LI 848: Issues in Preservation, Access, and Digitization**

Examination of issues related to access, digitization, and preservation of information, focusing on the impact of technology on these processes. Issues examined include future accessibility, authorship, authority, ethics, legitimacy, authenticity, management, preservation, and control. Students examine strategies for managing these issues in a dynamic and competitive information environment.

Pre-requisites: None  
Frequency: ?  
Credit Hours: 2

**LI 861: Current Issues in Information Transfer**

The course focuses on selected topics of current significance in the information transfer model. Elements in the model include creation, dissemination, organization, diffusion, utilization, preservation, and destruction of information.

Pre-requisites: None  
Frequency: ?  
Credit Hours: 1-3

**KENTUCKY**

**University of Kentucky**  
Communication and Information Studies  
School of Library and Information Science
LIS 643 Archives and Manuscripts Management: This course is designed to cover the management, care, and servicing of manuscript and archival material. Attention will also be given to criteria for building an archival/manuscript collection in a repository and to the description and interpretation of its holdings in guides and catalogs for the use of researchers. Prerequisite: LIS 602 or consent of instructor.

LIS 653 Preservation Management: Considers the many facets of paper, non-print, and digital preservation with the aim of providing the knowledge and awareness necessary to be able to incorporate preservation principles, concepts, and practices into all aspects of library and information center management. Includes hand-on experience.

LOUISIANA

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College of Human Sciences & Education
School of Library & Information Science
http://sites01.lsu.edu/wp/slis/
267 Coates Hall
Baton Rouge, LA 70803
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Phone: (225) 578-3158
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Archival Studies

Archivists maintain the integrity of the historical record. They guard a people’s collective past from becoming the mere creation of “official history.” What they do is essential to the well-being of an enlightened and democratic society. The archival records is a bastion of a just society; it assures our rights—as individuals and collectively—to our ownership of history. Archivists fulfill this mission through the essential roles and duties beginning with determining which records possess enduring value. The archivist actively preserve and protect the selected records from deterioration, damage, and destruction and provide access to these historical records for use in research. Finally, the archivist brings history to the people through development of exhibitions, digital collections, workshops, and educational programing.
In addition to the required 21 hours of core courses, students will complete 15 hours of electives, at least 12 of which must be selected from approved courses.

Students must take LIS 7408 Principles of Archival Management.

At least one of the following:

LIS 7504 Preservation Management of Physical Records
LIS 7604 Principles of Records Management
LIS 7910 Archival Arrangement & Description
LIS 7910 Contemporary Issues in Archives

At least two of the following:

LIS 7410 Digital Libraries
LIS 7504 Preservation Management of Physical Records
LIS 7505 Introduction to Digital Curation
LIS 7510 Website Design and Management
LIS 7604 Principles of Records Management
LIS 7700 History of Books and Libraries
LIS 7910 Archival Arrangement & Description
LIS 7910 Contemporary Issues in Archives
LIS 7911 Knowledge Taxonomies
LIS 7909 Directed Independent Study
LIS 7910 Special Topics in Archival Science
LIS 7913 Field Experience in Archives

MARYLAND

University of Maryland
College of Information Studies
http://ischool.umd.edu/
4105 Hornbake Building
College Park, MD 20742
Email: ischooladmission@umd.edu
Phone: (301) 405-2033
Fax: (301) 314-9145

Specialization: Archives and Digital Curation

MLS Core Courses - 12 credits
LBSC 602 Serving Information Needs
LBSC 631 Achieving Organizational Excellence
LBSC 671 Creating Information Infrastructures
LBSC 791 Designing Principled Inquiry

Field Study - 3 credits

Archives and Digital Curation Specialization Required Courses - 9 credits
INST 604 Introduction to Archives & Digital Curation
A Policy Course [choose 1 from the following]
   INST 611 Privacy and Security in a Networked World
   INST 612 Information Policy
   INST 641 Policy Issues in Digital Curation
A Technical Course [choose 1 from the following]
   INST 630 Introduction to Programming for the Information Professional
   INST 733 Database Design
   INST 742 Implementing the Curation and Management of Digital Assets

Specialization Electives (choose 1 of the following)
Option 1: Select a Career Pathway & 1 elective
Option 2: Select 4 non-repeating courses from the electives list

Option 1: Archives & Digital Curation Career Pathway Courses The following Career Pathways are meant to help students select the elective courses based on his or her interests and career goals. The pathways will teach students appropriate skill sets for specific career objectives. Students should select one Career Pathway and one elective course from the approved list below.

Archives & Special Collections Career Pathway
INST 782 Arrangement, Description, and Access for Archives
LBSC 785 Documentation, Collection, and Appraisal of Records
LBSC 786 Library and Archives Preservation
Records Management Pathway
INST 715 Knowledge Management
LBSC 680 Principles of Records and Information Management
LBSC 682 Management of Electronic Records & Information

Digital Curation & Preservation Pathway
INST 643 Curation in Cultural Institutions
INST 742 Implementing the Curation and Management of Digital Assets
LBSC 784 Digital Preservation

Data Management Pathway
INST 627 Data Analysis for Information Professionals
INST 737 Digging Into Data
INST 767 Big Data Infrastructure
Option 2: Specialization Elective Courses Choose 4 courses from the following, NOT repeating a previously taken course
INFM 700 Information Architecture
INST 747 Wed-Enabled Databases
INST 611 Privacy and Security in a Networked World
INST 612 Information Policy
INST 627 Data Analysis for Information Professionals
INST 630 Introduction to Programming for the Information Professional
INST 641 Policy Issues in Digital Curation
INST 643 Curation in Cultural Institutions
INST 644 Introduction to Digital Humanities
INST 715 Knowledge Management
INST 733 Database Design
INST 734 Information Retrieval Systems
INST 737 Digging Into Data
INST 742 Implementing the Curation and Management of Digital Assets
INST 745 Introduction to Digital Arts Curation
INST 767 Big Data Infrastructure
LBSC 680 Principles of Records and Information Management
LBSC 682 Management of Electronic Records & Information
LBSC 731 Special Collections
LBSC 782 Arrangement, Description, and Access for Archives
LBSC 784 Digital Preservation
LBSC 785 Documentation, Collection, and Appraisal of Records
LBSC 786 Library and Archives Preservation
LBSC 788 Seminar in Archives, Records, and Information Management

MASSACHUSETTS

Simmons College
School of Library and Information Science
http://www.simmons.edu/slis/
300 The Fenway
Boston, MA 02115
Email: gslis@simmons.edu
Phone: (617) 521-2800
Fax: (617) 521-3192

Students following the Preservation track may be interested in working in archives, libraries, or other collection institutions. They take courses that develop expertise in understanding the role of preservation in the storage and handling of collections, managing preservation programs, and the newly emerging challenges of preserving materials in digital form. They are also encouraged to take additional classes in the preservation challenges of specific materials, such
as photographic materials and books. Students who graduate with courses in the Preservation track typically find employment in preservation management positions in libraries and archives or collection management in other cultural heritage institutions.

It is recommend that students interested in the Preservation track take at least seven of the twelve courses listed below. Courses with an asterisk are recommended but not required:

LIS 425: History of the Book
LIS 439: Preservation Management
LIS 441: Appraisal of Archives and Manuscripts*
LIS 444: Archiving and Preserving Digital Media
LIS 447: Collection Maintenance
LIS 448: Digital Stewardship
LIS 462: Digital Libraries*
LIS 464: The Medieval Manuscript from Charlemagne to Gutenberg*
LIS 471: Photographic Archives and Visual Information
LIS 500: Independent Study
LIS 531V: Cultural Heritage Informatics
LIS 531X: Practicum for Cultural Heritage Informatics

MICHIGAN

Wayne State University
School of Library and Information Science
http://www.slis.wayne.edu/
106 Kresge Library
Detroit, MI 48202
Email: asklis@wayne.edu
Phone: (313) 577-1825
Toll-free: 877-263-2665
Fax: (313) 577-7563

7730: Administration of Visual Collections
Basic course in the fundamentals of administering a visual collection: evaluation, organization, and control of visual collections in archives, libraries, historical agencies and museums.
Pre-requisites: HIS 7840/LIS 7710.
Frequency: Offered at least once per academic year
Credit Hours: 3

7740: Archives and Libraries in the Digital World
Overview of electronic tools and the role of digital process in libraries and archives.
Pre-requisites: None
Frequency: Offered at least once per academic year
Credit Hours: 3
7450: Digital Imaging
Overview of imaging, metadata, color theory, digital preservation and graphics, video processing; role this technology plays in presentation and dissemination of information.
Pre-requisites: None
Frequency: Offered at least once per academic year
Credit Hours: 3

7750: Introduction to Archival and Library Conservation
Fundamentals of archival and library conservation problems and methods essential for effective preservation management of paper and associated materials.
Pre-requisites: None
Frequency: Offered at least once per academic year
Credit Hours: 3

7790: History of Books, Printing, and Publishing
Development of writing, the alphabet, early materials, manuscripts, paper making, invention and spread of printing, famous presses, modern methods of print and electronic production. The book as artistic output of the culture and part of the world in which it was produced.
Pre-requisites: None
Frequency: Offered at least once per academic year
Credit Hours: 3

7885: Administration of Historical Agencies
The operation of public and private historical agencies, archives, and museums. Determination of agency priorities, problems of staffing and finance, governmental regulations, community relations, and professional ethics.
Pre-requisites: None
Frequency: Offered at least once per academic year
Credit Hours: 3

7920: Digital Curation and Preservation
Theoretical principles and practical aspects of digital curation and preservation within libraries, museums, archives and other institutions administering data and digital content.
Pre-requisites: LIS 6210, or permission of the instructor.
Frequency: Offered at least once per academic year
Credit Hours: 3

8320: Information Issues and the Digital Environment
Fundamentals of production, dissemination, storage, preservation and use of digital records; policy issues.
Pre-requisites: 18 graduate credits or consent of instructor
Frequency: Offered at least once per academic year
Credit Hours: 3
SI 535: Dead Media: Preserving Culture and Context

Dead Media: Preserving Culture and Context --- Amidst all the excitement of 'new media' in 1990s, Bruce Sterling coined the term 'dead media' to describe the whole domain of obsolete platforms and formats, unsuccessful experiments, neglected also-rans, and visionary failures whose history was ignored in favor of dot-com boosterism, Whig history and the next big thing. This course brings to light the diversity of means for transmitting, storing, displaying information — from pneumatic tubes to Elcaset and the Telharmonium, Polyvision and panoramas to heliography and Incan quipu. What makes media obsolete? What is lost, as well as gained, in the transitions in platforms and formats? In researching, documenting and preserving dead media, how we make them technically renderable while retaining their contextual and contemporary meaning? We will explore a large range of media through theory, history, materiality and cultural context, and learn how to preserve their complexity and how to prepare the media of our time for sustainable use in the future.

Pre-requisites: ?
Frequency: ?
Credit Hours: ?

SI 580: Understanding Records and Archives: Principles and Practices

Understanding Records and Archives: Principles and Practices --- Provides an understanding of why societies, cultures, organizations, and individuals create and keep records. Presents cornerstone terminology, concepts, and practices used in records management and archival administration. Examines the evolution of methods and technologies used to create, store, organize, and preserve records and the ways in which organizations and individuals are archives and records for ongoing operations, accountability, research, litigation, and organizational memory. Participants become familiar with the legal, policy, and ethical issues surrounding records and archives administration and become conversant with the structure, organization, and literature of the archival and records management professions.

Pre-requisites: None
Frequency: ?
Credit Hours: ?
SI 581: Preservation Administration
Preservation is commonly defined as the acquisition, organization, and distribution of resources (human, physical, monetary) to ensure adequate protection of information with continuing value for access by present and future generations. Preservation encompasses planning and implementing policies, procedures, and processes that together prevent further deterioration to renew the usability of selected groups of materials. Preservation management is most effective when planning precedes implementation and when prevention activities have priority over renewal activities. This course teaches the basic principles, policies, and procedures for protecting information resources from loss, damage, deterioration, destruction, and obsolescence.
Pre-requisites: None
Frequency: Offered in the fall
Credit Hours: 1.5

SI 602: Special Topics Workshop in Digital Preservation
Special Topics - Workshop in Digital Preservation.
Pre-requisites: ?
Frequency: Offered in winter
Credit Hours: 1.5

SI 603: Economics of Sustainable Digital Information
Digital information is all around us, but responsible curation is necessary in order to ensure persistence for reuse in the future. This half term course examines sustainable digital preservation activities in the United States and internationally. The course covers economic mechanisms and cost models and then focuses on case studies of several approaches to digital preservation programs. The goal of the course is to integrate economic concepts and digital preservation initiatives in order to assess whether or not these activities are leading towards sustainable digital preservation programs. The course will also discuss cost models for analog materials in order to both establish a baseline, contrast, and discussion on how to manage information resources in the analog / hybrid world. The main goal of the course is to round out student's knowledge of digital preservation by providing an economic perspective in contrast to the technological and user-centered perspectives featured in other PI classes.
Pre-requisites: None
Frequency: ?
Credit Hours: 1.50

SI 625: Digital Preservation
This course was part of the original plan for building out the Preservation of Information specialization (si.umich.edu/mpi/pi.htm). While SI 581 deals agnostically with both analog and digital Information, there is a need for a course that goes into greater depth about the status of digital preservation and highlight new developments and tools. This course fills a gap at SI and complements the other Preservation of Information courses and those in electronic records management.
Pre-requisites: SI 581  
Frequency: Offered in winter  
Credit Hours: 1.50

SI 632: Appraisal of Archives
Appraisal of Archives --- This course examines the archivist's "first responsibility," the appraisal of records in all media for long-term preservation. The responsibility is "first" because appraisal comes first in the sequence of archival functions and thus influences all subsequent archival activities, and its "first" in importance because appraisal determines what tiny silver of the total human documentary production will actually become "archives" and thus part of society's collective memory. The archivist is thereby actively shaping the future's history of our own times. This course begins with the theoretical foundations of appraisal and the controversial responsibility of assigning cultural value to some documentary artifacts and not others, within a broader context of history and memory. Sessions on the evolution of appraisal thinking, and different appraisal experiences, in Europe, the United States, Canada, and Australia, follow. With this background, the course will focus on examples from the real world of appraisal strategy and methodology, including electronic records. Attention will be paid to personal and private records as well as government and institutional ones. The class will end by trying to apply the theories and methodologies through group projects to various recording media and functional areas of records creation, these reflecting student interests. The goal of the course is to provide students through readings and discussion with a thorough knowledge of the basic theories, strategies, and professional practices concerning appraisal and an orientation to doing this job well as working archivists.  
Pre-requisites: ?  
Frequency: ?  
Credit Hours: ?

SI 639: Web Archiving
The World Wide Web is the primary delivery mechanism for digital content. Preservation administrators need to be familiar with the tools and appropriate techniques for preservation of information delivered through the "surface" Web (static Web pages, blogs, E-mail discussion lists, etc.) and information that is part of the "deep" Web (e.g. databases, streaming media, and authenticated resources). Once Web content is captured and brought into a preservation environment, preservation administrators are responsible for transforming them into persistent formats and data structures.  
Pre-requisites: SI 502 or taken concurrently.  
Frequency: Offered in winter  
Credit Hours: 1.50

SI 640: Digital Libraries and Archives
Digital Libraries and Archives --- This course focuses on the current state of "digital libraries" from a multidisciplinary perspective. Its point of departure is the possibilities and prospects for convergence of professions and cultures around the notion of digital media and content. The course covers the history of the idea of digital library and digital archive, especially its
manifestation as projects and programs in academic, non-profit, and research settings, and the suite of policy issues that influence the development and growth of digital libraries and archives. A foundation of core archival principles as applied in digital library and archives settings will serve as an intellectual construct supporting the exploration of the related concepts of scholarly communication, digital preservation, cyberinfrastructure, representation, and standards/best practices. Students will be expected to master a diverse literature, to participate actively in the discussion of issues, and to take steps, collectively and individually, to advance our understanding of future directions of digital libraries and archives.

Pre-requisites:  
Frequency:  
Credit Hours:  

SI 651: Physical Treatment Processes for Preservation Administrators
Cultural heritage conservation is the science, technology, and practice of examining, stabilizing, treating, and protecting artifacts. Physical Treatment Processes for Preservation Administrators introduces students to the material nature of books and papers, provides an overview of the principles of conservation of paper-based materials, and discusses the application of those principles to developing policy and working with vendors for conservation supplies and services. Lectures are supplemented by required readings, demonstrations, and hands-on exercises in the handling and conservation of paper documents and books. Students attend a three-hour lecture each week followed by a three-hour lab session. The lab sessions focus on examination of materials, learning and performing basic repair and stabilization treatments, and creating supports for safe display of books and documents. This course is not intended to train conservators but rather is aimed at preparing library collection managers, archivists, and administrators to make decisions and initiate action for the preservation and conservation of paper-based materials.
Pre-requisites: SI 581  
Frequency:  
Credit Hours: 1.50

SI 675: Digitization for Preservation
This course focuses on digitization for preservation. As such, this course concentrates on the standards, techniques, metadata, and long-term maintenance of digitally reborn images. The course also touches on why libraries and archives might want to digitize for preservation, building digital collections, and policy setting around digitally reborn objects.
Pre-requisites: SI 581 is required; SI 644 strongly recommended.
Frequency:  
Credit Hours: 1.50

SI 678: Preserving Sound and Motion
The course examines and evaluates the archival field's current preservation standards for storage and duplication. Critical preservation problems such as nitrate deterioration, color fading, the vinegar syndrome and irreplaceable formats are extensively discussed. Throughout
the seminar case studies of specific restoration projects focus on the crucial issues embedded within each technical and aesthetic decision facing the preservation specialist. Of special interest to this course is the question of whether it is possible and appropriate to speak of particular schools and/or philosophies of restoration. In addition the seminar addresses a range of key issues such as the identification of the original versus subsequent and multiple versions; the theoretical practical distinctions between different types of restoration; and the implications of new, digital technologies which promise the ability to "improve" the original.

Pre-requisites: SI 581
Frequency: ?
Credit Hours: 1.50

MINNESOTA

St. Catherine University
Master of Library and Information Science Program
http://www.stkate.edu/academic/mlis/
St. Paul Campus: 2004 Randolph Ave.
St. Paul, MN 55105
Minneapolis Campus: 601 25th Ave. S.
Minneapolis, MN 55454
Email: kmsande@stkate.edu
Phone: (651) 690-6507

LIS 7120 The History of Print, Early Books and Manuscripts
Students will explore the history of print and the book from clay, papyrus, and parchment origins; from ancient alphabets to the Roman; medieval manuscripts and illumination; book production and book selling; foundations of significant libraries; and bibliographic sources. Through guided research, the class will delve into the production and distribution of knowledge and how such distribution has evolved along with changes in technology, forms of text, and the objectives of academic and commercial entities. An examination of textual transmission, authorship, readers, book trades, and social change will lead to discussions of the nature of print and the distribution and reception of ideas.
Pre-requisites: LIS 7010.
Frequency: ?
Credits: 3

LIS 7130: Preservation Management
Preservation and conservation of library materials, preventing damage, planning for disaster, restoration, equipment and supplies, environmental controls, storage and sources of information.
Pre-requisites: LIS 7010.
Frequency: ?
Credits: 3
MISSISSIPPI

University of Southern Mississippi
College of Education and Psychology
School of Library and Information Science
http://www.usm.edu/library-information-science
118 College Drive #5146
Hattiesburg, MS 39406-0001
Email: slis@usm.edu
Phone: (601) 266-4228
Fax: (601) 266-5774

533. History of the Book. 3 hrs. A study of the origins and early development of books and printing in Western Europe and the Americas.

646. Special Collections and Archives. 3 hrs. Prerequisites: LIS 505. The acquisition, processing, preservation, and management of materials in special collections and archives.

647. Introduction to Archival Organization. 3 hrs. Basic instruction on the handling, arrangement, conservation, and description of materials of archival significance.

648. Archival Practicum. 2-4 hrs. Prerequisite: LIS 647 or the consent of the advisor. Provides an opportunity for supervised practice in special collections and archival operations. Practicum Handbook (practicum_final_handbook.doc)

649. Preservation of Documentary Materials. 3 hrs. The care and preservation of documentary materials in their various formats including techniques for conservation, preservation, and restoration.

MISSOURI

University of Missouri
School of Information Science and Learning Technologies
http://lis.missouri.edu
303 Townsend Hall
Columbia, MO 65211
Email: sislt@missouri.edu
Phone: (877) 747-5868
Fax: (573) 884-0122
9409: Digital Libraries
This course is a project-based learning environment that combines instructor-prepared content, group-based student projects, and threaded asynchronous discussions on selected topics relating to the design, development, and implementation of practical digital libraries. Research directives within the broad domain of digital library development are also covered.

Prerequisite(s): None
Frequency: ?
Credit Hours: 3

9428: The History of Books and Printing
Focuses on the social, cultural, intellectual, and religious elements of books and print culture. The impact on communication and society is especially emphasized.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

NEW JERSEY

Rutgers
School of Communication & Information
Department of Library and Information Science, SC&I
4 Huntington Street
New Brunswick, NJ 08901-1071
Email: mlis@comminfo.rutgers.edu
Phone: (848) 932-8797

17:610:533: Manuscripts and Archives
This course will emphasize the fundamental theory and practice of manuscript and archival administration, and its relationship to information management. The course will focus on accepted methodology and current issues relating to the collection, organization, preservation and use of historical materials.
Pre-requisites: 17:610:520
Frequency: Regularly
Credit Hours: 3

17:610:553: Digital Libraries
Fundamental issues, problems, and approaches to digital libraries, reflecting differing efforts and thinking in a number of fields and enterprises. Variety of digital library collections; organization, access, and use of digital libraries. Technical infrastructure; socioeconomic issues; integration of information resources; relation to traditional libraries. Current projects and
initiatives.
Pre-requisites: 17:610:550
Frequency: Regularly
Credit Hours: 3

17:610:556: Preservation of Library and Archival Materials
How to keep what we have for as long as we want to have it. The risks to physical materials, and the ways of preventing loss. Deterioration, environmental controls, and principles of handling. Reformatting. Digital preservation.
Pre-requisites: 17:610:520 or 580
Frequency: ?
Credit Hours: 3

17:610:586: The History of Books, Documents, and Records in Print and Electronic Environments
The course will examine the production and circulation of knowledge in light of changing technologies, institutions and textual forms. An overview and comparison of textual transmission in oral, manuscript, print and electronic communication environments will include regulatory frameworks and the history of “intellectual property” (from attribution, authorship, to participatory ownership of creation). It will examine the current scholarship relevant for understanding books, documents and record manifestations comparatively. The focus on the book trades, web spheres, and socio-technical systems such as digital libraries will prompt questions about the nature of texts (print, non-print, and digital), their reception, associated literacy practices, communities and institutional contexts. The course will present a critique of the technological revolution perspective.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

New York

Long Island University [Conditional]
Palmer School of Library and Information Science
http://www.liu.edu/palmer/
720 Northern Blvd
Brookville, New York 11548
Email: palmer@cwpost.liu.edu
Phone: 516-299-4109

LIS 519: Great Collections of New York City
This course introduces students to issues surrounding the curation of special collections in architecturally or historically significant physical spaces in New York City. It does so through guided visits to repositories representing a range of historical types of libraries. During the course of these visits, students will see spectacular examples from major collections, become
aware of the contexts of these collections, and develop an understanding of the “sense of place” associated with each collection. Their own observations will be enriched by the explanations of curators about opportunities and limitations of these special settings in regard to collection care, preservation, and services.

Pre-requisites: LIS 510
Frequency: ?
Credit Hours: 3

LIS 657: Introduction to Preservation
An introduction to the principles and practices of library and archives preservation. Current preservation methods, national, regional, and local preservation efforts, the history of preservation, and disaster planning and recovery will be examined.

Pre-requisites: None
Frequency: Annually
Credit Hours: 3

LIS 658: History of the Book
Students in this course become acquainted with recognized icons of the western book and with theoretical approaches to interpreting “the book” in its broadest sense. They gain first-hand experience with the intellectual tools of the book historian’s trade including vocabulary, bibliography in its various manifestations, sources, and major collections and related bibliographic institutions.

Frequency: Annually in Fall
Prerequisite: LIS 510
Credit Hours: 3

LIS 706: Digital Preservation
An introduction to the theoretical and practical aspects of the preservation of digital records. The course begins with an overview of the issues facing institutions trying to preserve digital records. It then turns to a review of the many preservation initiatives underway worldwide. Finally, it focuses on practical considerations in implementing a digital preservation program.

Pre-requisites: None
Frequency: Occasionally
Credit Hours: 3

LIS 713: Rare Books and Special Collections Librarianship
Examines the characteristics, criteria, and appraisal of book materials. Historical background, principles, and practice of rare book librarianship. The organization, administration, collection building, maintenance, preservation, exhibition, publication, special problems, and use of rare books in Palmer School of Library and Information Science 24 all settings.

Pre-requisites: LIS 510 or LIS 512
Frequency: Annually in Fall
Credit Hours: 3
LIS 714: Archives and Manuscripts
Identification, preservation, and use of archival materials. Emphasis on the organization and administration of archival collections and departments of archives in various types of institutions.
Pre-requisites: None
Frequency: Annually in Fall
Credit Hours: 3

LIS 716: Audio Preservation
The purpose of the course is to explore the issues related to the preservation of audio materials, both in legacy formats and in current of future or digital forms. Students will be able to identify audio formats found in a library or archive. They will be knowledgeable about the fragility and obsolescence issues pertaining to preservation and access of audio formats.
Pre-requisites: None
Frequency: Occasionally
Credit Hours: 3

Pratt Institute (Conditional)
School of Information and Library Science
http://www.pratt.edu/academics/information_and_library_sciences/
144 West 14th Street
New York, NY 10011
Email: infosils@pratt.edu
Phone: (212) 647-7682

LIS 625: Management of Archives and Special Collections
An examination of the nature of archives and the principles underlying their management. The acquisition and processing of archival material; appraisal principles and techniques; conservation of textual and non-textual materials, including control of the physical environment; use of archival materials; and administration of archival repositories are studied in depth.
Pre-requisites: LIS 653
Frequency: ?
Credit Hours: 3

LIS 632: Conservation and Preservation
An introduction to the preservation of library and archival materials using a comprehensive approach that includes theoretical, technical, and practical aspects of preservation. It covers the historical development of preservation in libraries and archives, including permanence and durability, ideas that support preservation of cultural material and preservation methods such as conservation treatments, preservation microfilming, digitization, and other types of reformatting. Students also examine holdings maintenance and rehousing techniques, preservation selection, conditions and needs of assessment surveys, handling and storage techniques, environmental controls, and disaster planning and salvage methods.
Pre-requisites: LIS 651
Frequency: ?
Credit Hours: 3

LIS 634: Conservation Lab
It is essential for today's archival professional to have a comprehensive understanding of techniques and tools available to them to preserve the unique holdings under their management. Working in tandem with the conservator in the library's conservation laboratory, students will handle, analyze, and treat original material-thereby gaining invaluable hands-on experience. Students will be introduced to the varied treatments of paper based materials available to protect an insure that historic records survive for the generations of researchers.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LIS 655: Digital Preservation and Curation
This course will provide a historical foundation and critical framework for evaluating digital information. The class incorporates computer history, digital preservation theory, and strategic planning methods to provide students with the tools and knowledge that are critical for running libraries, archives, and museums.
Pre-requisites: LIS-654
Frequency: ?
Credit Hours: 3

LIS 689: Institute on Special Collections
In collaboration with the New York Public Library (NYPL), students gain an understanding of research in the humanities and other disciplines reflected in research libraries. Use of primary sources and work with NYPL’s distinguished librarians and curators ensure an appreciation of how traditional documents, digital libraries, and research methods combine to enrich knowledge and communicate meaningful ideas and information.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LIS 693: Digital Libraries
This course will examine the current state of digital libraries in a new context. We will look at the history and background of digital libraries; particular areas of digital librarianship including digitization, preservation and subscription; and other third party resources. Finally we look at communities of practice that can be served by digital libraries, with emphasis on the shifting world of learning, scholarship and play.
Pre-requisites: None
Frequency: ?
Credit Hours: 3
LIS 694: Film and Media Collections
The course will provide an introduction to building and maintaining collections and services related to visual media, primarily moving images, sound and ephemera. Discussions will survey key components such as the history of film and media in library collections, collection development, access, equipment, copyright, emerging technologies and management of non-print formats.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Queens College, CUNY (Conditional)
Graduate School of Library and Information Studies
http://www.qc.cuny.edu/academics/degrees/dss/gslis/Pages/default.aspx
65-30 Kissena Boulevard
Rosenthal Library, Room 254
Flushing, NY 11367-1597
Email: qc_gslis@qc.cuny.edu
Phone: (718) 997-3790

LBSCI 733: Preservation of Cultural Heritage Materials
Examines the preservation needs of different information formats commonly found in libraries, archives, and institutions of social memory including book, paper, photographic, and audio-visual materials. Attention will be paid to how environmental and storage conditions influence rates of deterioration. A range of preservation functions required for long-term stability of materials, will be explored. Funding sources for preservation activities will be discussed.
Pre-requisites: LBSCI 700, 701, 702, 703, or permission of the instructor.
Frequency: ?
Credit Hours: 3

LBSCI 752: Digital Preservation
Complementing LBSCI 733: Preservation of Cultural Heritage Materials, this course examines the theory, tools/technologies and issues associated with the long-term retention, preservation and accessibility of material digitally born or subsequently digitized/reformatted. Topics covered will include the characteristics of digital media, standards and quality control, digital asset management, and best practices. The role of digital preservation in the process of digital curation will be highlighted. Completion of LBSCI 729: Introduction to Metadata and/or LBSCI 757: Digital Imaging, prior to enrollment, is recommended. The goal is to introduce students to the theoretical, practical and technological aspects of digital preservation and to place preservation in the broader context of digital curation.
Pre-requisites: LBSCI 700, 701, 702, 703, or permission of the instructor.
Frequency: ?
Credit Hours: 3
**LBSCI 757: Introduction to Digital Imaging**
Introduces students to the theoretical and practical aspects of digital imaging, with an emphasis on evolving guidelines and lessons learned from existing digitization projects. Among the topics to be examined are: selection principles, project and workflow planning, digitization of images, file formats, quality control, rights management, metadata, access, funding issues, assessment and evaluation, digital asset management and preservation. Theoretical concepts will be reinforced through hands-on production experience in digitizing and managing images and/or archival materials.
Pre-requisites: LBSCI 700, 701, 702, 703, or permission of the instructor.
Frequency: ?
Credit Hours: 3

**LBSCI 731: From Manuscripts to eBooks: Studies in Print Culture**
This course will explore the evolution of the “text” from its early conceptions in manuscript culture through its revolutionary transmission into print and finally into the digital age. Discussion will combine technical aspects of print culture as well as theoretical concerns for how knowledge is transmitted (how knowledge is “made”). Recent critical interests in the history and technology of the book, the interplay between word and image, and mechanisms of reading have substantially expanded the range of questions—cultural, intellectual, aesthetic, economic—one might ask when encountering a text.
Pre-requisites: LBSCI 700, 701, 702, 703, or permission of the instructor.
Frequency: ?
Credit Hours: 3

**St. John’s University**
Queens Campus (Main Campus)
[http://www.stjohns.edu/dlis](http://www.stjohns.edu/dlis)
8000 Utopia Parkway
Queens, New York 11439
Phone: (718) 990-6200
Email: DLIS@stjohns.edu

**LIS 223: Preservation Technology in Library & Information Science**
Preservation techniques for materials in collections; basic structure and weaknesses; diagnostic and treatment practices; application of appropriate and creative solutions to preservation problems.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**LIS 245: Special Collections Librarianship & History of the Book: Principles and Practices**
The organization, administration, service, and care of special collections, with an emphasis on rare books. The history of books and printing, non-book formats, donor relations and collecting, conservation and preservation, ethics, access, security, exhibitions and digitization.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

LIS 246: Practical Conservation & Preservation of Library Materials
A practical approach to the principles and applications of conservation and preservation of library materials as daily functions of library management, including digital techniques.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

State University of New York at Albany
Department of Information Studies
http://www.albany.edu/informationstudies/index.php
Draper Hall, Room 116
University at Albany
State University of New York
135 Western Avenue
Albany, NY 12222
Email: infostudies@albany.edu
Phone: (518) 442-5110

Ist 547 Electronic Record Management
Topics include problems of defining records and documents in a digital environment, analysis and understanding of the requirements for creating and keeping records digitally, developing information systems that create useable and accessible digital records, and preservation of and access to digital materials. The emphasis is on electronic records created by institutions and organizations.
Pre-requisites: Ist 656 or 546
Frequency: ?
Credit Hours: 3

Ist 501 History of Books and Printing
History of the development of books, printing, and publishing from ancient times to the present, in relation to the society of which they were a part.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Ist 502 History of Recorded Information
An introduction to the history of how human beings have created, maintained, and preserved information for personal, official, and cultural purposes. Topics will include the development of writing, recordkeeping, and libraries; the emergence of printing and the history of the book; the
evolution of recordkeeping by organizations, government, and individuals; and the impact of different technologies on the development of print and digital culture.

Pre-requisites: None
Frequency: ?
Credit Hours: 3

Ist 653 Digital Libraries
Provides an overview of both the theoretical and practical aspects of digital libraries. Topics covered include types and formats of digital content, collection development and selection, digitization and underlying technologies, metadata, organization, access, preservation, project management, and evaluation and use of digital libraries.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Ist 654 Preservation Management in Archives and Libraries
An introductory survey of preservation management in libraries and archives, covering such topics as the historical evolution of the preservation dilemma, programs for academic and public libraries, collections maintenance and environmental controls, commercial binding and rebinding, selection for preservation and microfilming, security, archival preservation, paper conservation, disaster planning and recovery, and preservation of non-print materials (including electronic media).
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Ist 655 Rare Books
Introduction to the handling and development of rare book collecting; conservation and preservation; terminology and principles of bibliographic description; the antiquarian book trade; the history of rare book collection; important collections.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

Ist 656 Archives and Manuscripts
Administration of archival and manuscript collections, principles of arrangement, description, acquisition and appraisal; reference services, survey of current practices at national, state, and local levels; basic concepts of records management, preservation and conservation of archival materials; problems of archival research and personal privacy.
Pre-requisites: None
Frequency: ?
Credit Hours: 3
**State University of New York at Buffalo** *(Conditional)*  
The Department of Library and Information Studies  
Graduate School of Education  
[http://gse.buffalo.edu/lis](http://gse.buffalo.edu/lis)  
534 Baldy Hall  
Buffalo, NY 14260-1020  
Phone: (716) 645-2412  
Email: gse-info@buffalo.edu

**LIS 509 Introduction to Archives Management**  
The course covers all aspects of managing archives, including the principles of arrangement, description, acquisition, and appraisal of archival records. Preservation and conservation of archival materials and establishment of research services for archival records will also be covered.  
Pre-requisites: None  
Frequency: ?  
Credit Hours: 3

**LIS 519 Selection, Acquisition and Management of Non Book Materials**  
An examination of the various aspects of selection, acquisition, management and preservation of non-book materials in libraries. Includes: archival and local history resources; audio recordings; film and video formats; maps; microforms; models, pictures, reproductions, and art originals; CD-Roms and multi-media computer software; formats which meet the needs of patrons, students, and staff with special needs; and relevant developments in communications technology.  
Pre-requisites: None  
Frequency: ?  
Credit Hours: 3

**LIS 587 Collection Development**  
Investigates current and traditional approaches to collection development in libraries of all kinds. Topics considered include: philosophic and ethical foundations; strategies for defining community needs and collection goals; formulation of collection development policies; approaches to materials selection and acquisition; collection evaluation; problem materials and censorship; interlibrary cooperation, resource sharing, and document delivery systems; collection maintenance, preservation, and management; and impact of new technologies.  
Pre-requisites: None  
Frequency: ?  
Credit Hours: 3

**Syracuse University**  
School of Information Studies  
[http://ischool.syr.edu](http://ischool.syr.edu)  
343 Hinds Hall
Syracuse, New York 13244-4100
Email: ischool@syr.edu
Phone: 315-443-2911

**IST 622 Introduction to Preservation of Cultural Heritage**
Introduction to field of preservation of cultural heritage, including institutions, contexts and methodologies, concepts of place and culture, objects and resources for study; emphasis also on role of digital applications.
Pre-requisites: None
Frequency: Offered every year
Credit Hours: 3

**IST 624 Preservation of Library and Archival Collections**
Introduction to preserving library and archival collections, including paper, audio-visual, and digital objects.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**IST 628 Organization/Management of Archival Collections**
Introduction to archival collections including theories and practices associated with archival work, the contexts of archival materials, the digital world, and the archival profession.
Pre-requisites: None
Frequency: Offered every year
Credit Hours: 3

**IST 632 Management and Organization of Special Collections**
Principles, methods, and techniques of management, development and organization of special collections such as rare books, archives, or pictorial materials, including issues such as bibliographic services and preservation.
Pre-requisites: None
Frequency: Offered irregularly
Credit Hours: 3

**IST 677 Creating, Managing, and Preserving Digital Assets**
Issues and trends in transferring analog and paper-based collections (including manuscripts, photographs, videos, and films) into digital collections.
Pre-requisites: None
Frequency: Offered every year
Credit Hours: 3
INLS 525: Electronic Records Management
Explores relationships between new information and communication technologies and organizational efforts to define, identify, control, manage, and preserve records. Considers the importance of organizational, institutional and technological factors in determining appropriate recordkeeping strategies.
Pre-requisites: None
Frequency: Fall and spring
Credit Hours: 3

INLS 550: History of the Book and Other Information Formats
The history of the origin and development of the book in all its formats: clay tablets to electronic. Coverage includes scientific and other scholarly publications, religious works, popular literature, periodicals, and newspapers.
Pre-requisites: None
Frequency: Fall and spring
Credit Hours: 3

INLS 556: Introduction to Archives and Records Management
Survey of the principles, techniques, and issues in the acquisition, management, and administration of records, manuscripts, archives, and other cultural and documentary resources in paper, electronic, and other media formats.
Pre-requisites: None
Frequency: Biennally.
Credit Hours: 3

INLS 621: Personal Information Management
This course focuses on issues in PIM research and practice, including information organization, human cognition and memory, task continuity across devices, preservation, usability, and the role of technology in PIM.
Pre-requisites: None
Frequency: Biennially
Credit Hours: 3

INLS 752: Digital Preservation and Access
Focuses on best practices for the creation, provision, and long-term preservation of digital entities. Topics include digitization technologies; standards and quality control; digital asset management; grant writing; and metadata.
Pre-requisites: None
Frequency: Annually
Credit Hours: 3

INLS 753: Preservation of Library and Archive Materials
An introduction to current practices, issues, and trends in the preservation of materials for libraries and archives with an emphasis on integrating preservation throughout an institution's operations.
Pre-requisites: None
Frequency: Annually
Credit Hours: 3

INLS 755: Archival Appraisal
Explores the history, theories, techniques, and methods that archivists use to identify documents and other materials of enduring value for long-term preservation.
Pre-requisites: None
Frequency: Annually
Credit Hours: 3

INLS 842: Seminar in Popular Materials in Libraries
Selected topics relating to the roles of various types of libraries in the provision and preservation of popular materials (light romances, science fiction, comic books, etc.) existing in various forms (print, recorded sound, etc.).
Pre-requisites: None
Frequency: Annually
Credit Hours: 3

INLS 857: Seminar in Rare Book Collections
A study of the nature and importance of rare book collections; problems of acquisition, organization, and service.
Pre-requisites: None
Frequency: ?
Credit Hours: 3
60631: Introduction to Digital Preservation
Approaches for preserving and maintaining access to digitized and born-digital text, images, data and audiovisual information. Topics include longevity of digital media, selection for preservation, formats and strategies for preservation, preservation metadata, integrity and authenticity of digital materials, establishment and certification of trustworthy digital repositories, risk management, and policy development.
Prerequisite: LIS 60002 or 80002
Frequency: ?
Credit Hours: 3

60632: Technologies for Digital Preservation and Web Archiving
Essential technologies for building and maintaining robust, trusted digital repositories. Emphasis is on providing orientation to technologies sufficient to allow students to work with network administrators, programmers, and other personnel involved in providing technical support to develop digital repositories for preservation and archiving functions.
Pre-requisites: LIS 60631 or 60638.
Frequency: ?
Credit Hours: 3

60633: Digital Curation
Management and preservation of digital objects and records throughout their life cycle. Emphasizes the use and reuse of scholarly data, business and government records, cultural heritage materials, and other digital objects to create resources supporting communities of practice in their work.
Pre-requisites: LIS 60631 or 60638 or 80631 or 80638
Frequency: ?
Credit Hours: 3

60638: Digital Libraries
Issues related to the development and maintenance of digital libraries, including technology, collection development and management, project management, digital preservation, user-centered design, public services, rights management and funding.
Prerequisite: LIS 60003 or LIS 80003
60652: Foundations and Administration of Archives
Introduction to the knowledge domains (functions) of modern archival work, including acquisition, appraisal (selection), arrangement, description and access, preservation, reference, records management and outreach. Coverage also includes special media, such as the administration of electronic records, sound recordings and visual materials. A discussion of the role and work of archivists, historical foundations of archives, contemporary issues, and conditions and professional needs and opportunities are also included.
Prerequisite: None
Frequency: ?
Credit Hours: 3

60654: Preservation and Conservation of Heritage Materials
Types and causes of deterioration of various kinds of library, archival, and museum collections; storage and preventative care, preservation through photographic reproduction and digital conversion, and conservation of rare materials
Prerequisite: None.
Frequency: ?
Credit Hours: 3

60661: Technical Services
Principles, problems and current issues of acquiring, processing and preserving/conserving materials in libraries and information centers.
Prerequisite: LIS 60002 or LIS 80002.
Frequency: ?
Credit Hours: 3

OKLAHOMA

University of Oklahoma
School of Library and Information Studies
http://www.ou.edu/cas/slis
Administrative Offices Bizzell
Library Room 120
401 West Brooks
Norman, OK 73019-6032
Phone: 405.-325-3921
Email: slisinfo@ou.edu

G5423 Archives
Introduction to the principles and practice of collecting, servicing, and arranging archival holdings. Includes appraisal, acquisition, arrangement and description, preservation, and administration of institutional archives. Attention to issues of preservation, intellectual property, and service in both physical and digital environments.
Pre-requisites: 5033, 5043
Frequency: ?
Credit Hours: 3

G5653 Preservation of Information Materials
Theory and practice of the preservation and conservation of intellectual content and physical artifacts, including paper, microform, and digital records. Emphasis on planning and administering disaster prevention and recovery, preservation, and digitization programs.
Pre-requisites: 5033
Frequency: ?
Credit Hours: 3

PENNSYLVANIA

Clarion University
Library Science Department
http://www.clarion.edu/1095/
222 Carlson Library
Clarion University of Pennsylvania
840 Wood Street
Clarion, Pennsylvania 16214-1232
Email: libsci@clarion.edu
Phone: (866) 272-5612

LS 588: Preservation and Conservation of Library Materials
Survey of preservation and conservation activities in libraries and information centers, including disaster planning, environmental factors, treatment of brittle books, library binding, special problems of nonbook materials, and basic conservation treatments.
Pre-requisites: LS 501
Frequency: 
Credit Hours: 3

Drexel
The College of Computing and Informatics
http://cci.drexel.edu/
Archival Studies concentration
3141 Chestnut Street
Philadelphia, PA 19104
Email: istinfo@drexel.edu
Phone: (215) 895-2474

INFO 668: History of the Book
Examines the history of written knowledge representation through manuscripts, books, digital media, and other forms in western culture, from the classical age to the present day. Topics include cultures of reading, social impact of texts, methods of production, distribution, and classification, and historical influences such as church, state, and economy.
Pre-requisites: INFO 511 or INFO 521 and INFO 520
Frequency: Winter
Credit Hours: ?

INFO 755: Electronic Records Management
Presents records management theory and practice from the perspective of the archivist. Covers the transformation of the profession and its practices as it adapts to electronic recordkeeping. Introduces records management principles and applies them to the contemporary digital office environment. Relates records management concepts to other information management disciplines.
Pre-requisites: INFO 503 or INFO 530
Frequency: Online: Winter, Summer
Credit Hours: ?

INFO 756: Digital Preservation
Explores concepts, principles, and practice for preserving digital information resources. Topics include selection, organization, and access for materials in trusted repositories. Both technological and policy perspectives are addressed.
Pre-requisites: INFO 503 or INFO 530
Frequency: Online: Fall, Spring
Credit Hours: 3

University of Pittsburgh
School of Information Science
http://www.ischool.pitt.edu/
Archives and Information Science
135 North Bellefield Avenue
Pittsburgh, PA 15260
Email: sisinq@sis.pitt.edu
Phone: (412) 624-5230
Fax: (412) 624-5231

LIS2214: Library and Archival Preservation
Introduces the preservation and conservation of library and archival collections. Basic foundation in theoretical, managerial, analytical, and practical applications of preservation.
Pre-requisites: None
Frequency: Fall, Spring  
Credit Hours: 3

**LIS2215: Preservation Management**  
Methods of integrating and implementing preservation activities and programs in library and archival settings, based on a knowledge of preservation history, operations, and current issues. Understanding the complexities of practical applications; combining management ideals with less-than-ideal institutional environments.  
Pre-requisites: program consent  
Frequency: ?  
Credit Hours: 3

**LIS 2220: Archives and Records Management**  
Introduction to the essentials of records and knowledge management in diverse organizational settings. Organizational theory and how this relates to the history and development of record-keeping systems, electronic-records management and the advent of new technologies, and the place of records and knowledge management in the information professions. Theoretical principles, methodologies, and practical administration of archives, records, and other information sources from print to oral contributing to the management of knowledge necessary for organizations and society.  
Pre-requisites: None  
Frequency: ?  
Credit Hours: 3

**LIS2226: Moving Image Archives**  
Introduces various contexts moving image media occupies in collecting institutions as well as basic procedures to preserve these works. Motion picture film will be of primary focus, but other moving image media types will also be explored. Archival functions will be approached using cross-disciplinary frameworks as a way to interrogate the histories, technologies, preservation processes and accessibility of moving image media.  
Pre-requisites: LIS 2220  
Frequency: ?  
Credit Hours: 3

**LIS2227: Photographic Archives**  
Explore issues surrounding all aspects of managing photographic collections including storage, access, preservation, reference, cataloging, processing, and, digitization. Students completing this course will be able to: evaluate, identify, and inspect photographic collections for their preservation needs including determining and carrying out treatment and storage options; develop processing plans for photographic collections; Create policies and guidelines for reference and access to photographic collections with attention paid to copyright issues; use photographic collections as primary documents in reference situations; be familiar with issues surrounding copyright and digitization of photographic collections.  
Pre-requisites: LIS 2220
Frequency: ?
Credit Hours: 3

**LIS2280: History Books, Printing, and Publishing**
The development of the book in its many forms in relation to contemporary society, education, and culture. Manuscript origins, the nature and development of the printing process, the reading public, the book trade, binding, and book illustration.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**LIS2674: Preserving Digital Culture**
Explores the history of digital media. Provides a theoretical framework for understanding the preservation of digital culture, including both digitized and born-digital materials. Introduces students to the latest research on the preservation problems surrounding digital culture. Tackles the ongoing debates focused on the related but distinct concepts of preservation, curation, maintenance, and stewardship.
Pre-requisites: LIS 2600 or LIS 2610 or LIS 2670
Frequency: ?
Credit Hours: 3

**RHODE ISLAND**

**University of Rhode Island**
Graduate School of Library and Information Studies
[http://harrington.uri.edu/graduate/library-information-studies/](http://harrington.uri.edu/graduate/library-information-studies/)
Rodman Hall
94 West Alumni Avenue
Kingston, RI 02881
Phone: 401-874-2878
Email: gslis@etal.uri.edu

**LSC510 History of Books and Printing**
The art and craft of book production through the ages; printers, methods, and materials with consideration given to the role of the book in cultural development.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**LSC562 Administration of Special Collections, Archives, and Manuscripts**
Principles and techniques for administering manuscript and archival repositories, including acquisition policies, appraisal criteria, methodology, and preservation practices.
Pre-requisites: core courses, LSC502-508, or permission of instructor
Frequency: ?
Credit Hours: 3

*LSC564 Introduction to Library Preservation*
Organization, management, principles, and techniques as they apply to the development and administration of a library preservation program. Includes causes of deterioration of materials, deacidification, and reformatting and selecting for preservation.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

*LSC565 Rare Book Librarianship*
Organization, management, principles, and techniques as they apply to the development and administration of rare book collections.
Pre-requisites: LSC510 or permission of instructor
Frequency: ?
Credit Hours: 3

**SOUTH CAROLINA**

**University of South Carolina**
School of Library & Information Science
[http://www.libsci.sc.edu/](http://www.libsci.sc.edu/)
1501 Greene Street, University of South Carolina
Columbia, SC 29208
Phone: (800) 304-3153
Email: slisss@mailbox.sc.edu

*SLIS 715 Printing*
Introduction to printing with movable type. This course is designed to give students some experience in designing and printing books and broadsides. Examination of paper, typefaces, composition work, and simple bookbinding are included.
Pre-requisites: None
Frequency: ?
Credit Hours: 1

*SLIS 719 Preservation Planning and Administration*
The planning and administration of preservation programs in libraries, archives, records centers, and manuscript depositories.
Pre-requisites: None
Frequency: ?
Credit Hours: 3
**SLIS 725 Digital Libraries**
History and current state of digital records, including their storage, organization, and preservation in digital libraries.
Pre-requisites: SLIS 701, 707
Frequency: ?
Credit Hours: 3

**SLIS 744 Music Libraries and Information Services**
Acquisition of and special cataloging requirements for printed music, recordings, and multimedia; collection management; administration of music libraries; preservation/conservation of special materials.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**TENNESSEE**

**University of Tennessee**
College of Communication and Information
School of Information Sciences
http://www.sis.utk.edu/
451 Communication Building
Knoxville, TN 37996
Email: tnarnold@utk.edu
Phone: (865) 974-2148
Fax: (865) 974-4967

562 Digital Curation

(3) Explores the life-cycle, value-added management and maintenance of scholarly and scientific digital content. Examines the diverse set of skills to select, execute and administer a range of approaches and procedures across the lifecycle of digital objects, from conceptualization, creation, appraisal and selection, and ingest through preservation, storage, access, use and re-use. Digital curation occurs across a broad array of professional, disciplinary and organizational contexts. Introduces principles and practices to inform digital curation planning and practice for application in a variety of organizational settings, including archives, libraries, museum, data centers, and other cultural heritage and information agencies. Graduate.

564 Archives and Records Management

(3) Objectives and functional elements of records systems, archival programs, management information systems and techniques within various types of organizations. Management of information internal to organizations. Graduate.
SLIS 5230 Records Management
Operations in preparation, dissemination, organization, storing and retrieval with emphasis on records control and utilization. Preservation and security problems; retention, transfer and disposal. Planning and supervising records management programs. Departmental functions and organization. Data-processing applications and online systems.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

SLIS 5290 Special Collections and Archives
Selection, acquisition, preservation and use of special materials of all kinds, including special subject and form materials, rare materials and manuscripts, archival materials and other materials requiring special control and handling. Organization and administration of special collections and archives.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

SLIS 5295 Preservation
Introduction to preservation management and techniques. Lectures and discussions of management practices, including stack management, collection development decisions and disaster preparedness. Laboratory work, including identification of book structures and hands-on experience with such basic preservation techniques as paper cleaning, paper mending and protective housing.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

SLIS 5450 Rare Books
Introduction to principles and practices of rare book librarianship. Bibliography and its applications to identification and evaluation of rare materials. History of printing and
illustration. Administration of rare book or special collections, including bibliographic and physical access, reference, evaluation techniques, cataloging, public relations and personnel. Pre-requisites: None
Frequency: ?
Credit Hours: 3

SLIS 5843 Preservation Planning and Implementation for Digital Curation
Provides students an opportunity to develop a plan for preservation throughout the curation lifecycle of digital materials. Students apply digital curation concepts and models to understand preservation planning processes and use various tools and applications to implement the plan on digital objects.
Pre-requisites: SLIS 5842
Frequency: ?
Credit Hours: 3

SLIS 5960.004 Collections Conservation
Introduction to the physical conservation of a library’s general circulating collections. Students will learn to repair major types of damage common to library materials, to evaluate and come up with treatment plans for damaged items, and how to salvage wet materials in the event of a disaster.
Pre-requisites: SLIS 5295 preferred
Frequency: ?
Credit Hours: 3

University of Texas-Austin
The University of Texas at Austin School of Information
http://www.ischool.utexas.edu
1616 Guadalupe Suite #5.202
Austin, TX 78701-1213
Tel: 512-471-3821
Email: info@ischool.utexas.edu

INF 385R Survey of Digitization
Introduction to the issues and trends in digitization initiatives and management, including project planning and management, asset delivery and management systems, interoperability and the importance of standards, copyright and other legal issues, metadata basics digital preservation, and specific digitization processes for documents, images, video, and sound.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

INF 386C Archives, Records, and Preservation in the Modern World
Progress of archival enterprise, records management, and preservation administration from the Renaissance to the present.
INF 389C Archival and Records Enterprise
Theory and practice of archival administration, records management, and preservation administration. Problems in acquiring, organizing, and providing for use of archives and office records; issues in deterioration and care of paper, books, photographic material, magnetic records, and other media through preservation programs for libraries and archives.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

INF 389G Introduction to Electronic and Digital Records
Examines personal recordkeeping and information management to explore the creation, management, and preservation of digital information. Includes current developments in digital technology that affect recordkeeping.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

INF 389N Seminar in Archival Enterprise
Theory and practice of archival administration and records management. Problems in acquiring, organizing, preserving, and providing for use of administrative and collected archives. May be repeated for credit when the topics vary.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

INF 392C Preservation Administration and Services
Theory and practice of preservation administration and services. Problems in planning, organizing, and implementing preservation work in libraries, archives, and museums.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

INF 392D Preservation Basics
Fundamental issues and problem solving in the preservation of cultural heritage collections in libraries and archives. Topics include the development and ethics of preservation and conservation, types and causes of deterioration, preventive care and stabilization, monitoring and controlling interior environments, reformatting, and performing preservation-needs assessments.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**INF 392E Materials in Libraries, Archives, and Museums**
Underlying factors in the physical nature of materials; concepts of permanence, durability, and deterioration; challenges of both traditional and modern collections; emphasis on print and photographic collections.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**INF 392F Risk Assessment and Collections Management**
Agents of deterioration, including physical forces, security, disaster, and environmental conditions; risk assessment, strategies to reduce risk, and personal safety.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**INF 392G Management of Preservation Programs**
Management of specific preservation strategies for cultural record; preservation policy; the selection process for preservation; minor mending and repair operations; library binding and conservation treatment; preservation assessments; emergency preparedness; contracting for services; and budgeting, grant writing, and fundraising for preservation. Three lecture hours a week for one semester.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**INF 392H Creating Sustainable Digital Collections**
Hands-on activities that focus on building sustainable collections of digitized resources. Designed to help students gain curatorial understanding of the media to be digitized and knowledge of and experience with the technical and managerial aspects of the digitization process. Includes creation of metadata and digital preservation strategies for long-term access.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

**INF 392K Digital Archiving and Preservation**
Examines the permanent archiving of digital information. Covers media refreshment, emulation, migration, and electronic records repository construction and administration. Case study projects involving campus repositories and off-campus institutions. Students use legacy hardware and software and digital forensics tools to preprocess digital collections for repository storage. Also explores issues in long-term electronic records preservation.
INF 392L Introduction to Audio Preservation and Reformatting
Study of audio recording through a chronological examination of the development of recording; basic care and preservation of recordings; economics of audio preservation; and stability concerns of modern media.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

INF 392M Advanced Audio Preservation and Reformatting
Exploration of changing concepts in the nature of information in different formats, issues of access within the context of preservation, criteria for prioritization of materials to be reformatted, considerations in invasive versus minimal restoration, and study of rare formats.
Pre-requisites: INF 392L (may be taken concurrently)
Frequency: ?
Credit Hours: 3

INF 393C Conservation Laboratory Techniques
Analysis, housing, and treatment of physical objects. May be repeated for credit when the topics vary.
Pre-requisites: INF 392E strongly recommended
Frequency: ?
Credit Hours: 3

INF 393C.08 Conservation Science I
Introduction to physical and chemical properties of materials used in fabrication, identification and repair of books, photographs, manuscripts and related objects.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

INF 393C.09 Conservation Science II
Advanced exploration of the physical and chemical properties of materials used in fabrication; and identification and repair of books, photographs, manuscripts, and related objects. Includes a research investigation of a typical conservation problem.
Pre-requisites: None
Frequency: ?
Credit Hours: 3

INF 393C.10 Treatment Techniques for Flat Paper
Basic techniques for care and handling of paper materials including but not limited to mending;
dry cleaning; humidification and flattening; exhibit design and installation; enclosures; documentation.

Pre-requisites: INF 392E strongly recommended
Frequency: ?
Credit Hours: 3

**INF 393C.11 Treatment Techniques for Bound Materials**
Basic techniques for care and handling of bound materials including but not limited to sewing structure, minor mends, and enclosures.
Pre-requisites: INF 392E strongly recommended
Frequency: ?
Credit Hours: 3

**WASHINGTON**

**University of Washington**
The Information School
http://ischool.uw.edu
370 Mary Gates Hall
Box 352840
Seattle, WA 98195-2840
Email: ischool@uw.edu
Phone: (206) 685-9937
Fax: (206) 616-3152

**LIS 505: Archival and Manuscript Services**
Selection, organization, and uses of archival and manuscript collections. Emphasis on the principles and techniques; some attention to the administration of state archival and historical institutions' collections. Lecture, demonstration, and laboratory.
Pre-requisites: ?
Frequency: ?
Credit Hours: 3

**LIS 507: Preservation and Conservation of Library Materials**
Consideration of the many factors contributing to the physical vulnerability of library materials of all kinds and an overview of resources and strategies for those who determine preservation policy or manage the application of such policy. No technical background necessary.
Pre-requisites: ?
Frequency: ?
Credit Hours: 3
LIS 668: Digital Curation
This course prepares information professionals to assist with research-data management and digital preservation. Topics include: concepts, theory, and economics of digital preservation; metadata; research-data management as a technological and social phenomenon; teaching digital curation and research-data management; intellectual-property issues; the current state of digital-preservation systems.
Pre-requisites: Junior Standing and consent of instructor; or Graduate standing in SLIS.
Frequency: ?
Credit Hours: 3

LIS 678: Preservation and Conservation of Library and Archives Materials
Basic concepts, principles, and approaches to protection and care of library and archives material, including nature and structure of paper- and plastic-based materials, deterioration, preservation management, disaster prevention, reformatting, and repair. Laboratory experience offered.
Pre-requisites: Graduate standing in SLIS.
Frequency: ?
Credit Hours: 3

LIS 734: Introduction to Archives and Records Management
An introduction to the archives profession and basic theory and practice of archives and records administration, including the uses of primary sources in research, appraisal, access, and preservation.
Pre-requisites: Graduate standing & consent of instructor
Frequency: ?
Credit Hours: 3

LIS 853: Metadata Standards and Applications
Overview of major metadata schemas used in digital environments. Covers principles of metadata development, and evaluates existing standards and applications. Focuses on design
and applications of metadata schemas for distinct domains and information communities, issues in metadata interoperability, vocabulary control.
Pre-requisites: LIS 551
Frequency: ?
Credit Hours: 3

LIS 879: Digital Libraries
Technologies and other related topics/issues in developing and maintaining digital libraries. Covers digitization and organization of information, user-centered systems design and evaluation, public services, funding, and so on. Project-based course.
Pre-requisites: LIS 450, 551 & cons inst
Frequency: ?
Credit Hours: 3

LIS 977: The Practice of Archives-Manuscripts Administration
Practical training in the collecting and accessioning, arrangement, describing and servicing of archives and manuscript holdings in the Division of Archives and Manuscripts of the State Historical Society under the direct supervision of the chief archivist or a member of the professional staff.
Pre-requisites: LIS 734 or consent of instructor
Frequency: ?
Credit Hours: 3

University of Wisconsin-Milwaukee
School of Information Studies
http://www4.uwm.edu/sois/
Northwest Quadrant Building B, Room 3550
2025 E Newport
Milwaukee, WI 53211
Email: soisinfo@uwm.edu
Toll-free: 1-888-349-3432
Phone: (414) 229-4707
Fax: (414) 229-6699

425 (480): Books, Paper, and Their Preservation
History, theory, and practical application of conservation solutions currently practiced by professional conservators.
Pre-requisites: Jr st.
Frequency: ?
Credit Hours: 1 U/G

520: Managing Library Collections
Theory and practice of collection management across formats including selection tools and criteria, acquisition and evaluation of collections, deselection, preservation, and other collection development topics.
Pre-requisites: Jr st; L&I Sci 501(P) or cons instr.
Frequency: ?
Credit Hours: 3 U/G

603 (680): History of Books and Printing
The people, ideas, and events in the history of bookmaking from ancient times to the 1890's.
Prereq: Jr st.
Frequency: ?
Credit Hours: 3 U/G

650 (681): An Introduction to Modern Archives Administration
An introduction to the archives profession, archives administration, main uses of primary sources in academic research, and archival issues regarding the Internet and other technologies.
Pre-requisites: Jr st; InfoSt 501(C)
Frequency: ?
Credit Hours: 3 U/G

655 (615): Information and Records Management
Principles and practices of information and records management: organizational information needs, retention, schedules, vital records protection, micrographics, records centers and records management policy.
Pre-requisites: Jr st.
Frequency: ?
Credit Hours: 3 U/G

656: Electronic Documents and Records Management
Advanced concepts, unique challenges, and on-going issues of electronic records management, including automated systems, information lifecycle management, access, legality, media stability, migration, and long-term preservation. Counts as repeat of InfoSt(L&I Sci) 691 w/same topic.
Pre-requisites: Jr st; InfoSt(L&I Sci) 655(P) or cons instr.
Frequency: ?
Credit Hours: 3 U/G

753: Preserving Information Media
Examines all aspects of archival preservation of multiple media formats. Includes discussions of preservation practice, policy and programming in an archives. InfoSt(L&I Sci) 791 with similar topic counts as repeat of 753.
Pre-requisites: Grad st; InfoSt(L&I Sci) 650(P) or cons instr.
Frequency: ?
Credit Hours: 3 G
759 (790): Fieldwork in Archives and Manuscripts
Field experience of 50 to 150 hours in an archives or manuscript repository under faculty and field supervisor guidance. Student must also complete a supervised field project. May be repeated for total of 3 cr.
Pre-requisites: Grad st; InfoSt(L&I Sci) 571(P), 524(540)(P); 650(681)(P) or History 775(P); or cons instr.
Frequency: 
Credit Hours: 1-3 G
Part III. Additional Resources

A number of related organizations offer complementary listings of preservation education resources, including:

*American Institute of Conservation (AIC):* [AIC Education Page](#)

*ALA Rare Books and Manuscripts Section (RBMS):* [Educational Opportunities Directory](#)

*Book Arts Web:* [Book Arts Education](#)

*Society of American Archivists (SAA):* [Directory of Archival Education](#)

**Disclaimer**

The programs and courses offered have not been evaluated, and their inclusion does not, therefore, imply any recommendation by the Preservation and Reformatting Section of ALCTS. The directory does not comprise an exhaustive listing of preservation education opportunities.

**To Suggest Additions or Revisions**

To suggest an entry or revision, or have corrections made to your institution’s listing, please e-mail the chair of the Program, Planning, and Publications Committee (PPP).

**Acknowledgements**

The Chair of the PPP would like to thank members of the Preservation and Reformatting Section (PARS) of ALCTS for their hard work editing the current edition, and for their guidance and support.

Finally, a debt of gratitude is owed to the editors of previous editions, whose work laid the foundation for the current edition. The format of entries for the Tenth Edition follows fairly closely to that of the Ninth, which was edited and compiled by Stephanie Lamson, Mary Miller, Kimberly Peach and Katherine Risseeuw. Special thanks to Christine Wiseman, Julie Arnott, Christopher Coleman and others for their improvements over preceding years, which followed the format established by Susan Swartzburg, the editor of the first five editions.

ALCTS/PARS Program, Planning and Publications Committee  
March 2015