

Preservation Education Directory

9th Edition

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

Published November 2011

Revised August 2012

Association of Library Collections and Technical Services (ALCTS)
American Library Association (ALA)

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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 degree granting 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 Ninth Edition has been expanded from previous editions to include training in the areas of audiovisual and digital media preservation.

Since the publication of the previous edition of the Preservation Education Directory in 2002, the University of Texas at Austin Conservation and Preservation Administration Program was discontinued. As of January 2010, the program has been replaced with a Certificate of Advanced Study in Preservation Studies without the conservation program/coursework. Hopefully, the preservation and conservation communities will be able to develop further training opportunities for preservation administrators and conservators to address the particular needs of libraries and archives.

The directory is divided into two sections: *Graduate Courses* and *Continuing Education*. *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.

* In the *Graduate Courses* section of this document, non-ALA-accredited schools are indicated with a notation within their entry.

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 editors would like to thank the Preservation and Reformatting Section (PARS) of ALCTS, and particularly the Program, Planning, and Publications Committee (PPP) for their guidance.

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 Ninth Edition follows fairly closely to that of the previous edition, which was edited and compiled by Christine Wiseman and Julie Arnott, as well as the preceding edition by Christopher Coleman, which followed the format established by Susan Swartzburg, the editor of the first five editions.

Preservation Education Directory Task Force
November 2011

Part I: Continuing Education

American Association for State and Local History (AASLH)

<http://www.aaslh.org/>

1717 Church Street

Nashville, TN 37203-2991

Email: membership@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 Association of Museums (AAM)

<http://www.aam-us.org/>

1575 Eye Street NW, Suite 400

Washington, DC 20005

Email: 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)

<http://www.conservation-us.org/>

1156 15th Street NW, Ste. 320

Washington, DC 20005

Email: 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/>

50 East Huron Street
Chicago, IL 60611
Email: customerservice@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. Some free preservation webinars created in association with ALA's Preservation Week are also available at the webinar archive:

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

American Society for Information Science and Technology (ASIS&T)

<http://www.asis.org/>
1320 Fenwick Lane, Suite 510
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.

Amigos Library Services, Inc.

<http://www.amigos.org>
14400 Midway Road
Dallas, TX 75244-3509
Email: amigos@amigos.org
Phone: (972) 851-8000 Toll Free: (800) 843-8482
Fax: (972) 991-6061
Contact: Gina Minks, Imaging & Preservation Service Manager
Contact email: minks@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
Phone: (913) 341-3808 or (800) 422-2762
Fax: (913) 341-3742

Offers education particularly related to records and information management, including online courses and webinars.

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/>

P.O. Box 543

Annapolis, MD 21404-0543

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 meeting 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, 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. Offers a three-day workshop series called “Focus on Collections Care” as well as other shorter workshops. 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

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 summer, some of preservation interest. 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: registrations@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/home.html>

Suite 112, 60 Atlantic Avenue

Toronto, Ontario M6K 1X9

Canada

E-mail: cbbag@cbbag.ca
Phone: (416) 581-1071

Offers workshops primarily on bookbinding and book arts. Has eight regional chapters across Canada.

Canadian Conservation Institute

<http://www.cci-icc.gc.ca>

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.

Connecticut State Library Historic Document Preservation Grant Program

<http://www.cslib.org/publicrecords/histdoc/>

Connecticut State Library
231 Capitol Ave.
Hartford, CT 06106
Phone: (860) 566-1100 x 303
Fax: (860) 566-1118

In addition to three types of grant programs for the preservation and management of historic documents, offers an annual preservation workshop.

Connecting to Collections

<http://www.ims.gov/collections/>

1800 M Street NW, 9th Floor
Washington, DC 20036-5802
Email: imlsinfo@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 an annotated bibliography and 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: ccaaha@ccaaha.org
Phone: (215) 545-0613
Fax: (215) 735-9313
Contact: Laura Hartz 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>

Email: digital-preservation@icpsr.umich.edu
ICPSR
University of Michigan
Institute for Social Research
P.O. Box 1248
Ann Arbor, MI 48106-1248

The Digital Preservation Management Workshops, a series initially developed at Cornell University in 2003 and continued at ICPSR since 2008, offers practical guidance to organizations for developing effective digital preservation programs.

The Gerald R. Ford Conservation Center

<http://www.nebraskahistory.org/fordcenter>, <http://www.savingtreasures.org>

1326 South 32nd Street

Omaha, Nebraska 68105-2044
Email: julie.reilly@nebraska.gov
Phone: (402) 595-1180
Fax: (402) 595-1178
Contact: Julie Reilly, Associate Director and Chief Conservator

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, Suite 700

Los Angeles, CA 90049-1684

Email: gciweb@getty.edu

Phone: (310) 440-7325

Fax: (310) 440-7702

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 279

Morrow, GA 30260-0279

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)

<http://guildofbookworkers.org/>

521 Fifth Avenue

New York, NY 10175-0038

Email: secretary@guildofbookworkers.org

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>

1012 14th Street, NW

Suite 1200

Washington, DC 20005

Email: info@heritagepreservation.org

Phone: (202) 233-0800

Fax: (202) 233-0807

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)

<http://www.imagepermanenceinstitute.org/>

Rochester Institute of Technology

70 Lomb Memorial Drive

Rochester, NY 14623-5604

Email: 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>

c/o The University of Iowa University Libraries

100 Main Library

Iowa City, IA 52242-1420

Email/Phone: See website for current contacts.

ICPC lists preservation education and scholarship opportunities in Iowa and the region.

Society for Imaging Science & Technology (IS&T) Archiving Conference

<http://www.imaging.org/ist/conferences/archiving/>7003 Kilworth Lane

Springfield, VA 22151 USA

Email: info@imaging.org

Phone: (703) 642-9090

Fax: (703) 642-9094

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.

Library of Congress Preservation Directorate

<http://www.loc.gov/preservation/>

101 Independence Avenue, SE
Washington, DC 20540-4530

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
Email: janet.roberts@maine.gov
Phone: 207-287-5790
Fax: 207-287-5739

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>

648 Beacon St.
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)

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/>

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: gslis@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, Division of Conservation

<http://www.nps.gov/hfc/conservation>, <http://www.cr.nps.gov/>

Harpers Ferry Center

P.O. Box 50

Harpers Ferry, WV 25425

Phone: (304) 535-6139

Fax: (304) 535-6055

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: blilley@mail.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

Contact: Lori Foley, Director of Field Services

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

E-mail: 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

<http://opc.ohionet.org/>

Contact: See website for current contacts.

Supports preservation education and activities within Ohio. Meets quarterly.

Palmetto Archives, Libraries, and Museums Council on Preservation (PALMCOP)

<http://palmcop.org/>

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.

Preservation Management Institute, Rutgers University (PMI)

<http://comminfo.rutgers.edu/pds/pmi.php>

Professional Development Studies
School of Communication and Information
Rutgers, The State University of New Jersey
4 Huntington Street, New Brunswick, NJ 08901
Email: pds@comminfo.rutgers.edu
Phone: (732) 932-7169
Fax: (732) 932-9314

Offers three one-week sessions that provide an overview of preservation management issues. Attendees conduct a preservation survey, draft a disaster plan, and develop the components of a preservation plan for their institution. Those successfully completing PMI earn a Certificate in Preservation Management.

Princeton Preservation Group

<http://princetonpreservation.org/>

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)

<http://www.rarebookschool.org/>

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/>

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
E-Mail: MCIweb@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 133085
Atlanta, GA 30333
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
Contacts:
Barclay Ogden, Co-Coordinator
Tel: 510.642.4946

Email: bogden@westpas.org
Julie Page, Co-Coordinator
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.

Prerequisites: LIS 501, 502, 503. LIS 505 is highly recommended

Frequency: ?

Credit Hours: 3

LIS 542: 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.

Prerequisites: LIS 501 or permission of the instructor

Frequency: ?
Credit Hours: 3

LIS 586: History of the Book

This course follows a chronological path from the advent of the codex to the emergence of printing and the mass production of books. Paper-making, typography, book-binding, and modern private press publishing will also be explored. Issues of housing and conservation will be discussed, as well as the duality of the book as both physical artefact and intellectual repository.

Prerequisite: LIS 501
Frequency: ?
Credit Hours: 3

LIS 587: Facilities Planning for Library and Information Centres

This course is designed to acquaint students with the history of library architecture, the cooperative process involving librarians and architects in planning and equipping the building, and the design of library and information centre facilities up to and including preparation of working drawings. Various types of library buildings are studied, with an emphasis on similarities and differences in design. Planning a library environment that is functional as well as aesthetically appealing is emphasized.

Prerequisites: LIS 501
Frequency: ?
Credit Hours: 3

LIS 593 :Archives Administration

Theories, standards and methods used in the management of modern archives, with an historical overview and an emphasis on contemporary theory and practice.

LIS 501 is a pre-requisite to LIS 593. LIS 593 is related to LIS 594, Records Management, which deals with the management of records in their active stage.

Prerequisites: LIS 501
Frequency: ?
Credit Hours: 3

LIS 594: Records Management

To develop an understanding of active records management.

Objectives: To acquire an understanding of the scope, objectives and principles of records management; to understand the similarities and differences between records management, archives management, librarianship, and business administration; to be capable of promoting and improving records management within an organization and to be a more efficient reference librarian in knowing where there are sources of information other than published sources.

Prerequisites: LIS 501
Frequency: ?
Credit Hours: 3

BRITISH COLUMBIA

University of British Columbia

School of Library, Archives, & 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

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.

Prerequisites: ARST 500/LIBR 500, ARST 510, ARST 515, ARST 516, ARST 520, ARST 540, ARST 573, ARST 587

Frequency: Regularly

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 .

Prerequisites: ARST 500/LIBR 500, ARST 510, ARST 515, ARST 516, ARST 520, ARST 540, ARST 573, ARST 587

Frequency: Regularly

Credit Hours: 3

ARST 587: Preservation (cross-listed with LIBR 587)

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.

Prerequisites: ARST 500, ARST 510, ARST 515

Frequency: Regularly

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.

Prerequisites: LIBR 500, 501

Frequency: Irregularly

Credit Hours: 3

ONTARIO

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) 978-3234

Fax: (416) 978-5762

INF 13300H: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 2.5

INF2120H: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 2.5

INF2161H: 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.

Prerequisites: None
Frequency: ?
Credit Hours: 2.5

NF2162H: 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.

Prerequisites: None
Frequency: ?
Credit Hours: 2.5

QUEBEC

McGill University

School of Information Studies
Archival Studies Specialization

<http://www.mcgill.ca/sis/>

Peel 3661

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.

Prerequisites: GLIS 615 or Consent of instructor
Frequency:
Credit Hours: 3

GLIS 641: Archival Arrangement & Description

Theory and practice of archival description and descriptive tools, including selection and application of appropriate descriptive standards to archival materials and the creation and dissemination of finding aids.

Prerequisites: GLIS 645
Frequency: Regularly
Credit Hours: 3

GLIS 642: Preservation Management

Principles, strategies, and current technologies for intellectual and physical preservation of resources in a variety of formats. Assuring their continued accessibility and extending their life.

Prerequisites: GLIS 645

Frequency: Winter
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.

Prerequisites: None
Frequency: Winter
Credit Hours: 3

GLIS 645: Archival Principles & Practice

Fundamental principles and practices of archival studies, including acquisition, appraisal, arrangement, description, preservation, public services, societal organizational structures and records keeping systems, and the history of archival institutions and profession.

Prerequisites: None
Frequency: Winter
Credit Hours: 3

University of Montreal (French speaking)

Information Science (sciences de l'information)

http://www.etudes.umontreal.ca/index_fiche_prog/205512_struc.html

Pavillon J.A.-DeSève

2332, boul. Édouard-Montpetit, 3e étage

H3T 1J4

Phone: (514)343-7076

Fax: (514)343-5788

ARV3031: Préservation des archives

Nature, purpose and strategic planning for preservation. Multimedia context. Protection standards. Prevention, conservation and restoration. Ways to protect computer files: planting, migration and emulation.

Prerequisites: None
Frequency: Summer, Autumn, Winter
Credit Hours: 3

SCI6116: Archivistique audiovisuelle et numérique

Integrity, authenticity, or reliability of audiovisual and digital content. Identification and positioning documents. Characterization information associated voltage-service support.

Prerequisites: None
Frequency: Summer, Autumn, Winter
Credit Hours: 3

SCI6370: Histoire du livre et des bibliothèques

Historical development of books and libraries. The book considered under its three aspects of production, distribution and consumption. The peculiarities of the history of books and libraries in Canada and Quebec.

Prerequisites: None

Frequency: Summer, Autumn, Winter

Credit Hours: 3

College Francois-Xavier-Garneau

Techniques de la documentation

<http://www.cegep-fxg.qc.ca/fr/programmes-etudes/programmes-techniques/techniques-documentation.php>

1660, boulevard de l'Entente

Québec (Québec)

G1S 4S3

Phone: (418) 688-8310

Fax: (418) 681-9384

Email: communications@cegep-fxg.qc.ca

(Note that this program is not ALA-accredited.)

393-113-FX: Protection, Rangement, et Conservation de Documents

This course introduces students to key techniques for the protection and conservation adapted to different types of documents. Learn the tools and materials used for making minor repairs of documents kept in paper form. Students identify the main standards of conservation and storage recognized for different information carriers.

Units: 1.33

Weights: 1-2-1-0

Mid-Atlantic

MARYLAND

University of Maryland

College of Information Studies

<http://ischool.umd.edu/>

Room 4105 Hornbake Bldg, South Wing

College Park, MD 20742

Email: ischooladmission@umd.edu

Phone: (301) 405.2038

Fax: (301) 314.9145

LBSC 605 Archival Principles, Practices, and Programs

Introduction to all aspects of archival work, including records management, appraisal and selection, arrangement and description, preservation, electronic records, reference and

outreach. Elements of an archival program. The role and work of archivists. Issues, conditions, and needs of the field.

Prerequisites: None

Frequency: Regular

Credit Hours: 3

LBSC 682: Management of Electronic Records

Role of archivists and records managers in the management of electronic records. Records life cycle and the impact of technology programs for managing electronic records.

Prerequisites: Permission of department

Frequency:

Credit Hours: 3

LBSC 703: Field Study in Archives, Records, and Information Management

Supervised experience in archival, records, or information management programs in organizations and institutions. Application of theories, methods, and approaches to effectively carry out work and meet program goals.

Prerequisites: Permission of department

Frequency:

Credit Hours: 3

LBSC 708Q: Digital Preservation (Special Topics)

This course addresses the issues and practices involved in digitizing analog materials and in preserving digital materials. The focus is on current issues, the search for solutions and standards, digital preservation programs, risk management, and disaster recovery. Several contemporary digital preservation projects are examined in detail.

Prerequisites: Permission of department

Frequency: Irregularly

Credit Hours: 3

LBSC786: Library and Archives Preservation

Preservation, conservation, and restoration activities in archives and libraries. Physical aspects and structure of print and other media. Environmental conditions and selection of treatment methods. Ethical and administrative questions in preservation program management.

Prerequisites: Permission of department

Frequency:

Credit Hours:

LBSC 788: Seminar in Archives, Records, and Information Management

Analysis and discussion of issues and topics in the development and administration of programs for archives, records and information management. Repeatable with permission of instructor.

Prerequisites: Permission of department; Repeatable to 6 credits if content differs.

Frequency:

Credit Hours: 3

NEW JERSEY

Rutgers

School of Communication & Information

Department of Library and Information Science, SC&I

<http://comminfo.rutgers.edu/library-and-information-science/library-and-information-science-department.html>

4 Huntington Street

New Brunswick, NJ 08901-1071

Email: fdbrown@rutgers.edu

Phone: (732) 932-7500 ext. 8955 (on campus option)

(732) 932-7169 (online option)

Fax: (732) 932-6916

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

PENNSYLVANIA

Drexel

College of Information Science and Technology

<http://www.ischool.drexel.edu/>

Archival Studies concentration

3141 Chestnut Street

Philadelphia, PA 19104

Email: istinfo@drexel.edu

Phone: (215) 895-6700

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

Prerequisites: 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.

Prerequisites: INFO 503/ INFO 530 and INFO 652 /INFO 552

Frequency: Online: Fall, Spring

Credit Hours: ?

INFO 653: Digital Libraries

This course introduces research and development in the world of digital libraries. Focuses on intellectual access to digital information resources. Topics include foundations and architectures of digital libraries, searching and resource organizing, knowledge representations and discovery, metadata and standards, interfaces and information visualization, intellectual property rights and electronic publishing.

Prerequisites: INFO 624 or INFO 652 or INFO 552

Frequency: Spring

Credit Hours: ?

INFO 668: History of the Book

Examines the metamorphosis of written text from the Western medieval manuscript to the printed book to present-day digital media. Topics include methods of production, intellectual and graphical content, social impact, the role of church, state, and economic factors.

Prerequisites: INFO 511

Frequency: Winter

Credit Hours: ?

INFO 669: Special Collections

Focuses on the functions of a curator of special collections. Such collections include both modern and historical collections of printed materials, manuscripts and archival collections, and collections of allied materials, including works of art. Gives special attention to the research uses of such materials together with reference to exhibitions, departmental publications, specialized reference sources, collection management, acquisitions, conservation, preservation, funding development, and donors.

Prerequisites: INFO 511 or INFO 521 and INFO 510 or INFO 522

Frequency: Spring

Credit Hours: ?

University of Pittsburgh

School of Information Science

<http://www.ischool.pitt.edu/>

Archives, Preservation & Records Management Specialization

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

Preservation and conservation of library and archival collections. Basic foundation in theoretical, managerial, analytical, and practical applications of preservation

Prerequisites: 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.

Prerequisites: LIS 2214 and LIS 2220 or 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 (encompassing explicit and implicit knowledge) contributing to the management of knowledge necessary for organizations and society.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: None
Frequency: ?
Credit Hours: 3

LIS2670: Digital Libraries

An examination of the conditions and factors influencing the development of digital library services, focusing largely on socioeconomic and technological issues.

Prerequisites: LIS 2600
Frequency: ?
Credit Hours: 3

LIS2674: Digital Preservation

Focus on format, media and preservation aspects of maintaining digital resources over time. Preservation of materials "born digital" and those transformed into digital format.

Prerequisites: LIS 2600
Frequency: ?
Credit Hours: 3

LIS2924: Field Experience in Archives, Preservation, and Records Management

Supervised work in an archive, or other information-service environment that provides a frame of reference for understanding and an opportunity to apply the skills, methodologies, and theories presented in other courses. Student must secure permission of faculty sponsor in advance of registration.

Prerequisites: Open only to students in the Archives, Preservation & Records Management Specialization
Frequency: ?
Credit Hours: 3

WASHINGTON, DC

Catholic University of America

School of Library and Information Science

<http://slis.cua.edu/>

Marist Hall, Room 228

Cardinal Station

Washington, DC 20064

Email: cua-slis@cua.edu
Phone: (202) 319-5085
Fax: (202) 319-5574

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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LSC647: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LSC883: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS646: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS670: History of the Book

Historical overview of the impact of print through studies of authorship, distribution, and use of manuscript, print, and electronic books. A broad survey of the large and growing field of book arts history, focusing on key areas and periods from which the book emerged. Addresses both physical aspects and social and cultural context of the production and circulation of books and the impact of technological change. Explores the history of the book and book arts as related to the history of libraries in our culture, and the future of the book. Includes practical experiences.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: LSC551

Frequency: ?
Credit Hours: 3

LSC877: Special Topics in Librarianship: Electronic Records Management

This course introduces students to the principles and methods of managing records as operational, legal, and historical evidence in electronic environments. Topics include definitions of records and records management, organizational and individual recordkeeping behaviors, recordkeeping requirements and systems, electronic records classification and retention, electronic records management applications, and strategies and tools for managing structured, unstructured, and Web-based information as records.

Prerequisites: None

Frequency: ?
Credit Hours: 3

LSC878: 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.

Prerequisites: None

Frequency: ?
Credit Hours: 3

Midwest

ILLINOIS

Dominican University

Graduate School of Library and Information Science

<http://www.gslis.dom.edu>

Crown Library 300

7900 West Division Street

River Forest, IL 60305

Email: gslis@dom.edu

Phone: (708) 524-6845

Fax: (708) 524-6657

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

Frequency: Offered in fall

Credit Hours: 3

LIS 759: Digital Libraries

Digitization is a technology which affects all aspects of the information cycle and information services: creation, collection, organization, dissemination, and utilization. This survey course will review digital collections within the broader context of library and information services and will examine issues of creation, selection, collection, organization, dissemination and access, and preservation of electronic records. The course will address conceptual foundations as well as practical understanding of digital libraries.

Prerequisite: LIS 701, LIS 703 and LIS 704

Frequency: Offered in fall

Credit Hours: 3

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.

Prerequisites: LIS 701 and LIS 775

Frequency: Offered in spring

Credit Hours: 3

University of Illinois at Urbana-Champaign

Graduate School of Library and Information Science

<http://www.lis.illinois.edu/>

501 East Daniel Street

Champaign, IL 61820-6211

Email: gslis@illinois.edu

Phone: (217) 333-3280

Fax: (217) 244-3302

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.

Prerequisites: LIS581

Frequency: ?

Credit Hours: 4

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.

Prerequisites: None

Frequency: Offered in fall

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.

Prerequisites: None

Frequency: Offered in fall and spring

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.

Prerequisites: None

Frequency: Offered in fall and spring

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.

Prerequisites: None

Frequency: Offered in spring

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.

Prerequisites: 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.

Prerequisites: LIS 582 or LIS 590RB, or 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.

Prerequisites: None

Frequency: ?

Credit Hours: 2

LIS590RB: Rare Books 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 Graduate Certificate in Special Collections.

Prerequisites: LIS590RM

Frequency: Offered in fall, spring, and summer

Credit Hours: 2

INDIANA

Indiana University

School of Library and Information Science

<http://www.slis.indiana.edu>

1320 E. 10th Street, LI 011

Bloomington, IN 47405-3907

Email: slis@indiana.edu

Phone: (812) 855-2018

Toll-free: 888.335.SLIS (7547)

Fax: (812) 855-6166

S581: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

S582: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

S583: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

S584: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

S680: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

S681: 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.

Prerequisites: Authorization required

Frequency: ?

Credit Hours: 3

S685: 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.

Prerequisites: 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

Email: slis@uiowa.edu

Phone: (319) 335-5707

Toll-free: 1-800-553-4692 (Ext. 5707)

Fax: (319) 335-5374

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.

Prerequisites: 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.

Prerequisites: 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

Papermaking

History, fundamental techniques of Western and Eastern hand papermaking; projects in traditional sheet forming, basic paper chemistry, paper coloring.

Prerequisite: ?

Frequency: Offered in spring.

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: ?

Papermaking History and Technique

Traditional Eastern and Western sheet forming techniques, history, aesthetics; emphasis on fiber selection and preparation.

Prerequisite: ?

Frequency: Offered fall semesters.

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: ?

Studies in Bookbinding

Topics related to hand bookbinding.

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: ?

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 Studies

Theory and practice of book studies; meanings of word and image in the book format; comparative study of other media, applied study of the codex as physical artifact.

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.

Special Project for Graduate Students.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 1-3

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

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.

Prerequisites: 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.

Prerequisites: None

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.

Prerequisites: 18 graduate credits or consent of instructor

Frequency: Offered at least once per academic year

Credit Hours: 3

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.

Prerequisites: 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.

Prerequisites: None

Frequency: Offered at least once per academic year

Credit Hours: 3

7840: Archival Administration

Basic training in archival methods.

Prerequisites: LIS 6010 and 6080 or concurrently.

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.

Prerequisites: 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.

Prerequisites: None

Frequency: Offered at least once per academic year

Credit Hours: 3

University of Michigan

School of Information

<http://www.si.umich.edu>

105 South State Street

4322 North Quad

Ann Arbor, MI 48109-1285

Email: si.admissions@umich.edu

Phone: (734) 647-3576

Fax: (734) 615-3587

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.

Prerequisites: None

Frequency: Offered in the fall

Credit Hours: 1.5

SI 602: Special Topics Workshop in Digital Preservation

Special Topics - Workshop in Digital Preservation.

Prerequisites: ?

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.

Prerequisites: 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/msi/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.

Prerequisites: SI 581

Frequency: Offered in winter

Credit Hours: 1.50

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.

Prerequisites: SI 502 or taken concurrently.

Frequency: Offered in winter

Credit Hours: 1.50

SI 644: Advanced Preservation Administration

The purpose of this course is to teach students advanced principles, policies, and procedures for managing information through its life cycle and protecting that information from loss,

damage, deterioration, destruction, and obsolescence for as long as it has value. Building on the basic principles introduced in SI 581 (Preservation Administration), this course focuses more on policy (e.g., selection) and managerial (outsourcing, copyright, personnel) issues.

Prerequisites: SI 581

Frequency: ?

Credit Hours: 1.50

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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 7130: Preservation and Conservation

Preservation and conservation of library materials, preventing damage, planning for disaster, restoration, equipment and supplies, environmental controls, storage and sources of information.

Prerequisites: LIS 7010.

Frequency: ?

Credits: 3

MISSOURI

University of Missouri

School of Information Science and Learning Technologies

<http://lis.missouri.edu>

303 Townsend Hall

Columbia, MO 65211

Email: sisl@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

9410: Seminar: Introduction to Archives Management

Prerequisite(s): ?

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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

OHIO

Kent State University

School of Library and Information Science

<http://www.slis.kent.edu>

PO Box 5190

Kent, OH 44242-0001

Email: slisinform@kent.edu

Phone: (330) 672-2782

Fax: (330) 672-7965

60631: Introduction to 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

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.

Prerequisites: 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.

Prerequisites: LIS 60631 or 60638.

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: None

Frequency: ?

Credit Hours: 3

60652: Foundations and Administration of Archives

Theoretical and historical foundations, organizational patterns of archives, form of archival material, and development of the archival profession in the United States. Basic administration in archival repositories and overview of special problems in archives. Includes field trips where practicable.

Prerequisite: LIS 60001.

Frequency: ?

Credit Hours: 3

60654: Preservation Management

Types and causes of deterioration of various kinds of materials, storage and preventive maintenance, preservation through photographic reproduction and microforms, restoration 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. Special fee: \$20.

Frequency: ?

Credit Hours: 3

WISCONSIN

University of Wisconsin-Milwaukee

School of Information Studies

<http://www4.uwm.edu/sois/>

Bolton Hall Rm: 510

3210 N Maryland Ave

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: Jr st.

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.

Prerequisites: 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 L&I Sci 691 w/same topic.
Prerequisites: Jr st; 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.
Prerequisites: Grad st; L&I Sci 650(P) or cons instr. L&I Sci 791 with similar topic counts as repeat of 753.

Frequency: ?
Credit Hours: 3

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.

Prerequisites: Grad st; L&I Sci 571(P), 540(P); 650(681)(P) or History 775(P); or cons instr.
Frequency: ?
Credit Hours: 1-3

University of Wisconsin-Madison

Library and Information Studies

<http://www.slis.wisc.edu>

600 North Park Street

Room 4217, H. C. White Hall

Madison, WI 53706

Email: uw-slis@slis.wisc.edu

Phone: (608) 263-2900

Fax: (608) 263-4849

LIS 570: History of Books and Print Culture

History of books and print culture in the West from ancient times to the present. Focus on the influence of reading and writing on social, cultural, and intellectual life. Methodologies, theories, and sources for study of book and print culture history.

Prerequisites: Jr st; or Grad st in SLIS

Frequency: Occasionally
Credit Hours: 3

LIS 734: Modern Archives Administration

For students particularly interested in archives administration, library science, historical agencies administration, or teaching of history; basics in theory and practice of modern records administration. Lectures; lab work in the State Historical Society's Division of Archives and Manuscripts.

Prerequisites: ?

Frequency: Occasionally
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.

Prerequisites: LIS 551 and LIS 651

Frequency: Occasionally
Credit Hours: 3

LIS 855: Digital Curation

Critical examination of selected management techniques in the areas of materials control, physical plant operations, personnel programs, budget preparation and statistical reporting. May also focus on a particular type of information agency; e.g., data analysis centers, research libraries, or public libraries.

Prerequisites: 9 cr of LIS, including 654, or cons inst; may be repeated, max of 6 cr applicable to Masters degree

Frequency: Occasionally
Credit Hours: 1-3

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.

Prerequisites: LIS 450, 551 & cons inst

Frequency: Occasionally
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.

Prerequisites: LIS734 & cons inst

Frequency: Occasionally

Credit Hours: 3

Northeast

CONNECTICUT

Southern Connecticut State University

Department of Information and Library Science

<http://www.southernct.edu/ils/programs/masteroflibraryscience>

School of Education

Southern Connecticut State University

501 Crescent Street, New Haven, CT 06515

Email: okobie1@SouthernCT.edu

Phone: (203) 392-5709

ILS 518 History of Books and Printing

A study of the history of books and printing, including papermaking, printing, binding, and book illustration.

Prerequisites: None

Frequency: Scheduled fall semesters of even years.

Credit Hours: 3

ILS 597 Introduction to Archival and Museum Work

An introduction to work in archives and museums including basic theories and methodologies and to the application of archival and museum theory in the digital world.

Prerequisites: None

Frequency: ?

Credit Hours: 3

ILS 642 Management of Electronic Resources and Services

Management and operation of electronic information resources and services in library and information centers. Selection and integrating system options; finance and budget; staff and end-user training; search strategies; database publishers and vendors; hardware/software; measurement/evaluation and future planning.

Prerequisites: ILS 501, ILS 504, ILS 506.

Prerequisites: None

Frequency: Scheduled fall semesters

Credit Hours: 3

ILS 650 Preservation of Library Materials

Fundamentals of materials preservation in libraries, museums and archival institutions. Preservation continuing education, disaster recovery and planning, reformatting and digitization projects are explored.

Prerequisites: ILS 501 and ILS 503.

Prerequisites: None

Frequency: Scheduled fall semesters

Credit Hours: 3

MASSACHUSETTS

Simmons College

Graduate School of Library and Information Science

<http://www.simmons.edu/gslis/>

300 The Fenway

Boston, MA 02115-5898

Phone: 617-521-2800

Email: gslis@simmons.edu

LIS 418 Technical Services

Organization, administration, and functions of technical services, including selection, acquisition, and management of monographic, serial, print, and electronic resources; management of metadata, cataloging, and preservation functions; commercially available technology and services, including outsourcing and vendor-supplied metadata, to support technical services functions; and consortial purchasing and other cooperative projects. Course may include lecture, readings and discussions on current topics, guest lectures, field trips, papers, and other individual projects.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS 425 History of the Book

The 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. Therefore, the lectures / discussions will look at two different kinds of phenomena: the physical properties of the objects that carried written and pictorial texts and the intellectual use to which books have been put. A third area that the course will address picks up the miscellaneous but important issues of the world of libraries; the antiquarian and out-of-print book trade; remainders; handling, storing, caring for, repairing, and conserving books; legal considerations of book/text ownership and use; and other areas of book history. Students will be introduced to the extensive vocabulary of the book world. With a mastery of this new vocabulary, the students will have a grasp of a subject of extraordinary breadth, boundless fascination, and endless debate. As Milton said, "A good book is the precious life blood of a master spirit." This course will explain why.

Prerequisites: None
Frequency: ?
Credit Hours: 3

LIS 433 Oral History

This course is in four components: 1] studying the ethics and responsible practice of oral history; 2] studying the mechanics of analog and digital recording; 3] developing a project to document a life, event, occupation, family, institution or experience; 4] archiving, providing access and preserving analog and digital recordings. The class will make use of films, field trips and guest lecturers. All projects must secure the approval of the Simmons College Internal Review Board.

Prerequisites: None
Frequency: ?
Credit Hours: 3

LIS 439 Preservation Management in Libraries and Archives

This course covers the fundamentals of planning and managing programs of prevention and remedial treatment for the preservation of information resources in libraries and archives. The study of the nature of all types of materials and the factors contributing to their deterioration serves as background. Preservation planning topics, such as environmental control and light, security, risk management, fire prevention, housekeeping and storage, general collections maintenance and testing methods, are covered. Additional topics include: emergency planning in the areas of preparedness, mitigation and response; selection of materials for basic repair, conservation or reformatting; budgeting for preservation activities; preservation training for staff and users; digital preservation; and cooperative programs. Course includes readings, guest lectures, media presentations, field trips, demonstrations, and individual projects.

Prerequisites: None
Frequency: ?
Credit Hours: 3

LIS 441 Appraisal of Archives and Manuscripts

Archival appraisal, or the assessment and evaluation of archival records to determine their continuing value for long-term retention, is one of the central and most critical challenges and responsibilities of the archivist. Building on the introductory exposure to appraisal offered in LIS 438, this course will focus on developing a theoretical framework for appraisal by introducing students to the strategies and methodologies of appraisal, through case studies and by exploring appraisal models developed and implemented within the profession. It will place the issues and activities of appraisal within the context of the documentation of society and the preservation of organizational and community memory.

Prerequisites: LIS 438
Frequency: ?
Credit Hours: 3

LIS 444 Archiving and Preserving Digital Media

The preservation and retention of media in digital environments are increasingly urgent issues for archival digital repositories. This course focuses on archiving and preserving a wide variety of digital media (primarily text, image, sound, moving images, and web sites) as well as thinking in a long-term way about overcoming the many challenges. Topics under discussion will include the characteristics of digital media that make a difference in their long-term preservation, media formats, rights issues, digital asset management, each addressed theoretically, historically, and practically.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS 447 Collection Maintenance

This course in preservation management deals with the planning, implementation, and management of an effective collections maintenance program, including an effective repair program for a small/medium general collection. Topics include developing criteria for the selection of items in need of repair, binding, or replacement; learning the proper repair and housing techniques for bound and unbound materials in order to be able to administer an in-house repair program; selecting and processing materials for remote storage facilities; the cost factors involved in developing a collections maintenance program for general collections; and selecting and managing staff, space, equipment, and supplies for such a program.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS 462 Digital Libraries

Digital libraries are regulated collections of distributed networked resources made accessible to users, usually through a transparent and standardized interface. This course will examine publicly and privately funded digital library projects in the US and internationally, and will explore evolving definitions and visions, as well as issues such as preservation and intellectual property. Through hands-on investigation, students will also become familiar with the components of digital libraries, and with digital library research.

Prerequisites: LIS 415 and LIS 488

Frequency: ?

Credit Hours: 3

LIS 531S Metadata

This course will cover the theory and practice of metadata as it is applied to digital collections. It will provide students with a comprehensive overview of current metadata standards in the library, archives, and visual resources communities, and offer them an opportunity to get hands-on practice using selected standards. It will examine the role of metadata in the discovery, delivery, administration, and preservation of digital objects, and consider current and emerging issues in metadata. The course will address all aspects of metadata, including

creation, management, and use. In-class exercises and assignments will provide students with the opportunity to apply specific content and structure standards.

Pre-requisites: LIS 415

Frequency: ?

Credit Hours: 3

LIS 531V Concepts in Cultural Heritage Informatics

This course serves as a foundation course for students who seek careers as information professionals in archives, museums, libraries, and other cultural heritage settings. Working with representative partner sites, the course introduces students to diverse information organizations. With a focus on the purpose, mission, and history of these institutions, the course examines key concepts and activities in an interdisciplinary context. Differences in the purposes and missions of these institutions are also considered. Specific topics include: collection building, organizing knowledge structures, conserving and preserving collections, collection use, exhibitions, education, the application of technology, and cultural politics.

Prerequisites: None

Frequency: ?

Credit Hours: 3

NEW YORK

The L. Jeffrey Selznick School of Film Preservation

George Eastman House

<http://selznickschool.eastmanhouse.org/>

Motion Picture Department

900 East Avenue

Rochester, NY 14607

Tel: 585.271.3361 ex. 333

Email: selznickschool@geh.org

(Students can enroll in a Masters or Certificate program; these programs are not ALA-accredited.)

Film Conservation and Restoration

A hands-on course designed to bring the student in direct contact with motion picture film formats and thereby develop an understanding of "movies" as legitimate museum artifacts. Instruction will be given in recognizing film formats, analyzing specific types of physical damage and deterioration, and developing strategies for their repair and conservation. Emphasis will be placed on learning the techniques and procedures for the preservation, restoration, and conservation of motion picture materials.

Prerequisites: None

Frequency: ?

Credit Hours: ?

Laboratory Work

An introduction to the techniques, standards, and practices of motion picture laboratory conservation procedures. The course instruction will concentrate on the steps involved in preserving moving image formats, including: inspecting, repairing, and evaluating image characteristics, as well as an introduction to digital preservation technologies. Field trips to major film restoration facilities will be included.

Prerequisites: None

Frequency: ?

Credit Hours: ?

Moving Image Archive Management

The conservation of motion picture collections requires a complex set of professional knowledge and management skills. This course will introduce the student to the challenges involved in conserving and managing moving image collections, including issues related to acquisition, public access, intellectual property rights, proven strategies of conservation, as well as staff development and fund raising.

Prerequisites: None

Frequency: ?

Credit Hours: ?

Long Island University

Palmer School of Library and Information Science

<http://www.liu.edu/palmer/>

720 Northern Blvd

Brookville, New York 11548

Phone: 516-299-2000

Email: palmer@liu.edu

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.

Prerequisites: None

Frequency: Annually

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.

Prerequisites: 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 all settings.

Prerequisites: LIS 510 or LIS 512

Frequency: Annually

Credit Hours: 3

LIS 722 Electronic Records

In-depth examination of electronic records management implications and applications. Topics include: document imaging systems, document management systems, inventorying and retention of electronic records, preservation of electronic records, and protection of vital electronic records.

Prerequisites: None

Frequency: Occasionally

Credit Hours: 3

New York University

Moving Image Archiving & Preservation

<http://cinema.tisch.nyu.edu/page/miap.html>

721 Broadway, 6th Floor

New York, NY 10003

Phone: 212-998-1600

Email: tisch.preservation@nyu.edu

(Note that this program is not ALA-accredited.)

H72.1800 Introduction to Moving Image Archiving and Preservation

This course introduces all aspects of the field, contextualizes them, and shows how they fit together. It will discuss the media themselves (including the technology, history, and contextualization within culture, politics, and economics) Topics include: conservation and preservation principles, organization and access, daily practice with physical artifacts, restoration, curatorship and programming, legal issues and copyright, and new media issues. Students will learn the importance of other types of materials (manuscripts, correspondence, stills, posters, scripts, etc.). Theories of collecting and organizing (as well as their social meanings) will be introduced.

Prerequisites: None

Frequency: Every fall

Credit Hours: 4

H72.1802 Conservation & Preservation of Moving Image Material—Principles

This course will explain the principles of conservation and preservation, and place moving image preservation within the larger context of cultural heritage preservation. Questions of originals vs. surrogates will be raised, and the wide variety of variant forms will be covered. The

course also addresses tensions between conservation and access. Students will learn principles of collection assessment, and how to write a preservation plan. They will also learn about dealing with laboratories, writing contracts, etc. On a more pragmatic level, they will learn about optimal storage conditions and handling.

Prerequisites: None

Frequency: Every fall

Credit Hours: 2

H72.3403 Video Preservation

This class will give students direct experience with the process of re-formatting of video materials for preservation and access. Addressing in-house systems and work with vendors, the class will increase knowledge in areas of archival standards, prioritization and decision-making, source and destination formats, technical requirements and systems, preparation and workflow, documentation and metadata capture, quality assurance, and overall project management. Students will have hands-on experience with tape preparation and re-formatting using equipment in the MIAP Lab and will interact with experts from preservation companies and from other NYU departments.

Prerequisites: None

Frequency: Yearly

Credit Hours: 2

H72.1807 Digital Preservation and Restoration

This class will address the use of digital files as preservation media, and will investigate current theories and practices for the conservation and preservation of both digitized and born digital materials. Students will learn the details of how digital repositories work, and what elements need to be added to a repository in order to make it preservation compliant. Students will gain practical skills with identification and risk assessment for works as a whole, their component parts, and associated software and metadata. Initiatives by broadcasters, the Library of Congress and other national archives, digital libraries and others will be explored as examples of the architecture and attributes of digital repositories. Emphasis will be placed on how archivists may interact with these repositories as part of their preservation practice. Students will also develop an increased understanding of metadata and of rights management for digital materials.

Prerequisites: None

Frequency: Yearly

Credit Hours: 4

H72.1805 Handling Complex Media

This seminar will increase students' knowledge of primary issues and emerging strategies for the preservation of media works that go beyond single channels/screens. Students will gain practical skills with identification and risk assessment for works as a whole and their component parts, particularly in the areas of audio and visual media and digital, interactive media projects that are stored on fixed media, presented as installations, and existing in networks.

Examples of production modes/works to be studied are animations (individual works and motion graphics) web sites, games, interactive multimedia (i.e., educational/artist CDROMs), and technology-dependent art installations. Students will test principles and practices of traditional collection management with these works, such as appraisal, selection, care and handling, risk/condition assessment, "triage", description, and storage and will be actively involved in developing new strategies for their care and preservation. Case studies will be undertaken in collaboration with artists/producers, museums, libraries, and/or archives.

Prerequisites: None

Frequency: Every spring

Credit Hours: 4

H72.3402 Film Preservation

This class gives students practical experience with the process of film preservation including understanding and recognizing film elements, making inspection reports, repairing film, making preservation plans, understanding laboratory processes and procedures for making new film preservation elements, and writing preservation histories. The course will teach students how to work with vendors, increase knowledge of archival standards, introduce problems of decision-making, technical requirements, preparation and workflow, and overall project management. The class will undertake and complete an actual film preservation project and follow the steps from start to finish.

Prerequisites: None

Frequency: ?

Credit Hours: 2

H72.3490 Advanced Topics in Preservation Studies

Through small-group study, the seminar will address advanced and/or special topics, and will focus on successful completion of student thesis or portfolio projects. In addition, the class will address preparation for employment, publishing and professional engagement upon graduation.

Prerequisites: None

Frequency: Every spring

Credit Hours: 2

Pratt Institute

School of Information and Library Science

http://www.pratt.edu/academics/information_and_library_sciences/degree_programs

200 Willoughby Avenue

Brooklyn, NY 11205

Phone:(718) 636-3600

Email: info@pratt.edu

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.

Prerequisites: None

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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS 650 Principles of Records Management

Introduces basic records management theories and methodologies as applied to records inventories; the development of retention and disposal schedules; records center management; vital records protection; reports and correspondence management; and filing system design.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS 661 The Book Publishing Business: History & Development

An overview of book publishing as an industry and as a profession. It covers processes and purposes of the various for-profit and not-for-profit segments of the publishing industry, providing a basic understanding of the publishing process, of the relationships between librarians and publishers, and of the importance of these relationships.

Prerequisites: None

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: None
Frequency: ?
Credit Hours: 3

LIS 696 Special Collections Institutes at NYPL

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. Various sections of the course deal with general special collections, the arts, maps and other formats/subjects.

Prerequisites: None
Frequency: ?
Credit Hours: 3

St. John's University

<http://www.stjohns.edu/academics/graduate/liberalarts/departments/lis>
Queens Campus (Main Campus)
8000 Utopia Parkway
Queens, New York 11439
Phone: (718) 990-6209
Deborah Martinez: martind1@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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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 113

University at Albany

State University of New York

135 Western Avenue

Albany, NY 12222

Phone: (518) 442-5110

Email: infostudies@albany.edu

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.

Prerequisites: Ist 656 or 546

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).

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

Ist 668 Internship

Opportunity for skill development and problem solving through observation and practice in an information environment under the supervision of a faculty member and a cooperating librarian or other information professional. Meetings, reports, and 150 hours of experience required.

Prerequisites: 24 credits completed toward MSIS degree and consent of advisor.

Frequency: ?

Credit Hours: 3-6

State University of New York at Buffalo

The Department of Library and Information Studies

<http://gse.buffalo.edu/programs/mls>

Graduate School of Education

University at Buffalo

534 Baldy Hall

Buffalo, NY 14260-1020

Phone: (716) 645-2412
email: lis-information@buffalo.edu

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.

Prerequisites: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS 598 Directed Study

Offers an opportunity for a student to explore a topic of special interest under the supervision of a faculty member. Students may take no more than nine credit hours in combinations using courses 524, 525, 526, 527, 598, 599. Six of those hours are the maximum allowed for any combination of LIS 526 and LIS 527.

Prerequisites: Permission of Instructor

Frequency: ?

Credit Hours: 3-9

Syracuse University

School of Information Studies

<http://ischool.syr.edu/academics/graduate/mls/index.aspx>

343 Hinds Hall

Syracuse, New York 13244-4100

Phone: 315-443-2911

Email: ischool@syr.edu

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: None

Frequency: Offered irregularly

Credit Hours: 3

IST 971 Internship in Information Studies

Fully supervised internship experience. Prereq: IST master's students only. Must meet GPA requirements and complete a learning agreement with site supervisor.

Prerequisites: None

Frequency: ?

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.

Prerequisites: None

Frequency: Offered every year

Credit Hours: 3

RHODE ISLAND

University of Rhode Island

Graduate School of Library and Information Studies

<http://www.uri.edu/artsci/lsc/>

Rodman Hall

94 West Alumni Avenue

Kingston, RI 02881

Phone: 401-874-2878

Email: janice_hromi@mail.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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: LSC510 or permission of instructor

Frequency: ?

Credit Hours: 3

South

FLORIDA

Florida State University

School of Library & Information Studies

<http://slis.fsu.edu/Graduate-Program>

101 Louis Shores Building
142 Collegiate Loop
P.O. Box 3062100
Tallahassee, FL 32306-2100
Phone: 850-644-5775
Email: Delores.Bryant@cci.fsu.edu

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 design, management and evaluation of digital libraries, such as: collection management and digitization; knowledge representation; access and user interfaces; archiving and digital preservation; and evaluation. The research literature addressing digital library development will also be discussed.

Prerequisites: LIS 5362 Design and Production of Network Multimedia

Frequency: ?

Credit Hours: 3

LIS 5511 Management of Information Collections

This course covers the principles of collection development and intelligence gathering, including selection, acquisition, distribution, circulation, preservation and deselection of information resources in academic, public and special library environments.

Prerequisites: None

Frequency: ?

Credit Hours: 3

KENTUCKY

University of Kentucky

<http://www.uky.edu/CommInfoStudies/SLIS/>

School of Library and Information Science

320 LCLI

Lexington, KY 40506-0224

Phone: 859-257-8876

Email: ukslis@uky.edu

LIS 604 Library And Book History

Development of libraries and books from earliest time to the present with special reference to their relationship to contemporary social, economic, cultural and political trends. Emphasis is given to American library and book history.

Prerequisites: None

Frequency: ?

Credit Hours: 3

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.

Prerequisites: LIS 602 or consent of instructor.

Frequency: ?

Credit Hours: 3

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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

LIS 675 Professional Field Experience

Professional field experience in a library or other information-related organization. Student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of an information professional. Available only to those students lacking similar experience and may not be repeated. Requires minimum of 140 hours of experiential learning, and the completion of a term paper or special project under the direction of the course coordinator.

Prerequisites: Completion of 18 hours of graduate work in library and information science and consent of course coordinator.

Frequency: ?

Credit Hours: 3

LOUISIANA

Louisiana State University

School of Library & Information Science

<http://slis.lsu.edu/>

267 Coates Hall

Louisiana State University

Baton Rouge, LA 70803

Phone: 225-578-3158

Email: slis@lsu.edu

7408 Principles of Archives Management

Identification, collection, arrangement, description, preservation, and use of the full range of historical documents in both institutional and private repositories.

Prerequisites: None
Frequency: ?
Credit Hours: 3

7504 Preservation Management of Physical Records

Study of preservation as a management function, highlighting causes of deterioration of print and non-print collections, as well as policies and practices that ensure their maximum usable life.

Prerequisites: None
Frequency: ?
Credit Hours: 3

7700 History of Books and Libraries

History and cultural relationships of the book and libraries; rise of the library as a formal institution within society.

Prerequisites: None
Frequency: ?
Credit Hours: 3

MISSISSIPPI

University of Southern Mississippi

School of Library and Information Science

<http://www.usm.edu/slis>

118 College Drive # 5146

Hattiesburg, MS 39406-0001

Phone: 601-266-4228

Email: slis@usm.edu

533 Icons of Power: The Evolution of the Book

A study of the origins and early development of books and printing in western Europe and the Americas.

Prerequisites: None
Frequency: ?
Credit Hours: 3

638 Contemporary Publishing

Study of the history of the book and book trade from Renaissance Europe until present day United States. Analogies between the printing and computer revolutions, and the impact of the computer on modern publishing are identified, developed, and discussed.

Prerequisites: None
Frequency: ?
Credit Hours: 3

646 Special Collections and Archives

The acquiring, processing, servicing, and management of collections composed of rare books, manuscripts, archival papers, oral history files, and other special materials.

Prerequisites: LIS 501 and 505

Frequency: ?

Credit Hours: 3

649 Preservation of Documentary Materials

The care and preservation of documentary materials in their various formats including techniques for conservation, preservation, and restoration.

Prerequisites: None

Frequency: ?

Credit Hours: 3

NORTH CAROLINA

University of North Carolina at Chapel Hill

School of Information and Library Science

<http://sil.unc.edu/>

216 Lenoir Drive

CB #3360

100 Manning Hall

Chapel Hill, NC 27599-3360

Phone: (919) 962-8366

Email: info@ils.unc.edu

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.

Prerequisites: None

Frequency: ?

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.

Prerequisites: None

Frequency: ?

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.

Prerequisites: None

Frequency: ?

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.

Prerequisites: None

Frequency: ?

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.

Prerequisites: None

Frequency: ?

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.).

Prerequisites: None

Frequency: ?

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.

Prerequisites: None

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.

Prerequisites: 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.

Prerequisites: 5033

Frequency: ?

Credit Hours: 3

SOUTH CAROLINA

University of South Carolina

School of Library & Information Science

<http://www.libsci.sc.edu/>

1501 Greene Street

University of South Carolina

Columbia, SC 29208

Phone: (800) 304-3153

Email: slisss@mailbox.sc.edu

710 History of Information Organizations and Technologies

A survey, from ancient times to the present, of the evolution and social role of information organizations (libraries, archives, information centers, etc.) and technologies (books, journals, computers, etc.). Emphasis on the U.S. in the 19th and 20th centuries.

Prerequisites: SLIS 701

Frequency: ?

Credit Hours: 3

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.

Prerequisites: None

Frequency: ?

Credit Hours: 1

716 Introduction to Bibliography and Textual Studies

Introduction to analytical, descriptive, and textual bibliography, and to the principles and practice of editing.

Prerequisites: None

Frequency: ?

Credit Hours: 3

719 Preservation Planning and Administration

The planning and administration of preservation programs in libraries, archives, records centers, and manuscript depositories.

Prerequisites: None

Frequency: ?

Credit Hours: 3

725 Digital Libraries

History and current state of digital records, including their storage, organization, and preservation in digital libraries.

Prerequisites: SLIS 701, 707

Frequency: ?

Credit Hours: 3

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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

TEXAS

University of North Texas

Department of Library and Information Sciences

<http://www.lis.unt.edu/main>

College of Information

1155 Union Circle #311068

Denton, TX 76203-5017

Phone: (940) 565-2445
Email: LIS-Chair@unt.edu

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: None

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 180J Introduction to Information Studies

Overview of the field of information studies, including library science, information science, archives and records, preservation and conservation of materials, and communications and technology as applied to the work of information professionals.

Prerequisites: None

Frequency: ?

Credit Hours: 1

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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 385U Digital Media Collections

Study of the technologies and techniques for enhancing digital media resources and enriching digital media collections, including media digitization and encoding for online access and preservation, transcription of audio and video materials, indexing media resources and collections, strategies for linking between resources and across collections, effective resource retrieval from collections, user interfaces for media collections.

Prerequisites: 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. Three lecture hours a week for one semester.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 388K.5 Rare Book and Special Collections

Administration of rare book and manuscript collections. Introduction to analytical bibliography.

Prerequisites: None

Frequency: ?

Credit Hours: 3

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. Three lecture hours a week for one semester.

Prerequisites: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 392D Introduction to Preservation

Introduction to the administration of preservation programs for students not enrolled in the Preservation and Conservation Studies program. Issues and problems in the preservation and conservation of library and archival materials. Includes types and causes of deterioration, treatments, and the organization of a preservation program.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 392E Introductory Technology and Structure of Records Materials

Underlying factors in the quality of records materials, concepts of permanence and durability and their assessment; introduction to paper technology and characteristics; other materials used in book and non-book records; and modern book structures. Graduate standing required.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 392F The Protection and Care of Records Materials

Environmental causes of deterioration and their control; protective storage methods; care in use, transportation, copying and exhibition; biological enemies and their control; disaster preparedness and recovery; conservation implications of building planning and modification. Consideration of non-book records, as well as books and manuscripts. Graduate standing required.

Prerequisites: None

Frequency: ?
Credit Hours: 3

INF 392G Management of Preservation Programs

Includes such topics as: the management of specific preservation strategies; the selection process for preservation; minor mending and repair operations; library binding and conservation treatment; reformatting and brittle books programs; contracting for services; new technologies; budgeting and fund-raising for preservation; and cooperative, national and international programs.

Prerequisites: 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.

Prerequisites: None

Frequency: ?
Credit Hours: 3

INF 392K Problems in Permanent Retention of Electronic Records

Focuses upon what happens to electronic records from all sources, including preservation reformatting, once they have crossed the 'archival threshold' for permanent retention. The course will cover media refreshment, conversion to neutral formats vs. emulation to retain original format, migration, and electronic records repository construction and administration. Projects addressing these issues in government agencies will be discussed as case studies. Students will be introduced to existing practices in the information technology field and their appropriateness to archival requirements: code vaulting and escrow; data warehousing; knowledge management. The course will include a consideration of the issues of authenticity and reauthentication in the long-term preservation of electronic records. Issues of access including privacy and open records in the context of World Wide Web standards and digital library initiatives will also be addressed.

Prerequisites: None

Frequency: ?
Credit Hours: 3

INF 392L Introduction to Audio Preservation and Reformatting

Study of recording through a chronological examination of the development of recording, and treatment of issues in the care and preservation of recordings, focusing on the economics of audio preservation and reformatting, noise reduction and stabilization, and stability concerns of modern media for storage of sound.

Prerequisites: 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 and means of maximizing the amount of recoverable information from a recording.

Prerequisites: INF 392L

Frequency: ?
Credit Hours: 3

INF 393C Conservation of Library and Archival Material

Theory, policy, and practice of conservation treatment in documentary repositories, materials science, housing and preventive and curative treatment. May be repeated for credit when the topics vary.

Prerequisites: None

Frequency: ?
Credit Hours: 3

INF 393C.1 Book Laboratory I

Orientation in the fundamentals of conservation treatment in the protection of library and archives materials; systematic responses to collections care through the design and fabrication of protective enclosures and the application of appropriate maintenance procedures.

Prerequisites: None

Frequency: ?
Credit Hours: 3

INF 393C.1 Treatment Techniques for Flat Paper

Basic techniques for care and handling of paper materials; mending; dry cleaning; humidification and flattening; exhibit design and installation; enclosures; documentation. Three lecture hours a week for one semester.

Prerequisites: None

Frequency: ?
Credit Hours: 3

INF 393C.2 Book Laboratory II

Introduction to paper repair, conservation and library bookbinding, and design and specifications through detailed practice and study of historical and modern conservation book materials and construction techniques.

Prerequisites: None

Frequency: ?
Credit Hours: 3

INF 393C.3 Book Laboratory III

Procedures for examination, documentation and treatment in the conservation of book textblocks; advanced conservation binding; development of technical criteria and specifications for the maintenance of circulating collections. Initiation of major individual research project.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 393C.4 Advanced Conservation Treatment

Completion of several book treatment projects, including decision making and documentation; individual projects and workshops that explore special problems or areas of book treatment and protection; laboratory safety; and disaster response and recovery.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 393C.6 - Paper Laboratory I

Documentation of condition; identification of media; treatment, mending, and reinforcement of weakened supports.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 393C.7 - Paper Laboratory II

Technical and aesthetic considerations of various methods in the conservation of paper objects. Treatment options; vellum and parchment manuscripts; consolidation of flaking media. The similarities and differences between works of art on paper and library and archival objects are examined and emphasized.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 393C.8 - Conservation Science I

Introduction to physical and chemical properties of materials used in fabrication, identification and repair of books, photographs, manuscripts and related objects..

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 393C.9 - Conservation Science II

Further exploration of the physical and chemical properties of materials used in fabrication, identification and repairing of books, photographs, manuscripts and related objects. Includes a research investigation of a typical conservation problem.

Prerequisites: None

Frequency: ?

Credit Hours: 3

INF 394C Fieldwork in Conservation

Fifteen hours of fieldwork a week for one semester. May be repeated for credit when the topics vary. Offered on the credit/no credit basis only. Only one of the following may be counted unless the topics vary: INF 394C, INF 994C.

Prerequisites: INF 393C.1, INF 393C.2

Frequency: ?

Credit Hours: 3

INF 394C.2 Conservator Internship I

Development of binding or other treatment skills under professional supervision in the working environment of a recognized book or document conservation laboratory. This topic is offered as 394C. Offered on a credit/no credit basis only. For 394C, fifteen hours of fieldwork a week for one semester.

Prerequisites: INF 393C.1, 393C.2, INF 394C.1

Frequency: ?

Credit Hours: 3

INF 394C.3 Conservator Internship II

Development of binding or other treatment skills under professional supervision in the working environment of a recognized book or document conservation laboratory. Continuation of INF 394C.2. Offered on a credit/no credit basis only. May be repeated for credit when the topics vary. Fifteen hours of fieldwork a week for one semester.

Prerequisites: INF 393C.1, INF 393C.2, INF 994C.2

Frequency: ?

Credit Hours: 3

West

ARIZONA

University of Arizona

School of Information Resources & Library Science

<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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: No

Frequency: ?

Credit Hours: 3

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.

Prerequisites: LIBR 200, 202, 204

Frequency: ?
Credit Hours: 3

LIBR 259: Preservation Management

An introduction to the philosophies and techniques used to preserve manuscript, printed and digital materials. Examination of the evolution of preservation practice, with emphasis on emerging theories, models and technologies in digital preservation.

Prerequisites: 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, archival automation, archival security, and more.

Prerequisites: LIBR 200, 202, 204; Other prerequisites 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

BOX 951520

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.

Prerequisites: None

Frequency: ?

Credit Hours: 4

202: History of Publishing and the Book Trade

Publishing and book trade history, with particular reference to libraries and book collecting, changing aspects of book production and distribution within setting of cultural history.

Prerequisites: Course 200.

Frequency: ?

Credit Hours: 4

238: Environmental Protection of Collections

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.

Prerequisites: Course 432

Frequency: ?

Credit Hours: 4

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.

Prerequisites: None

Frequency: ?

Credit Hours: 3

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.

Prerequisites: ?

Frequency: ?

Credit Hours: 2-4

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.

Prerequisites: 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.

Prerequisites: None

Frequency: ?

Credit Hours: 6

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
Department of Film, Television and Digital Media
<http://www.mias.ucla.edu>
Email: lwatsky@tft.ucla.edu
Phone: (310) 206-4966

MIAS 200: Moving Image Archiving: History, Philosophy

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.

Prerequisites: 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.

Prerequisites: ?

Frequency: ?

Credit Hours: 6

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.

Prerequisites: ?

Frequency: ?

Credit Hours: 4

COLORADO

University of Denver

Library and Information Science Program

Morgridge College of Education

<http://www.du.edu/LIS>

1999 E. Evans Ave.

Denver, CO. 80208-1700

Email: edinfo@du.edu

Phone: 303-871-2509

Toll free: 800-835-1607

Fax: 303-871-6582

4202: Intro Knowledge Technologies

The course is an overview of information technologies and trends that support knowledge management, the preservation of intellectual capital, and the connection of tacit to explicit knowledge within an organization. Students will learn basic systems for the storage, access, and retrieval of information for knowledge building. Specific systems that organize information into knowledge will be explored: knowledge bases, web pages, Internet, intranets, groupware, and

decision support systems. The process of knowledge management in enterprise-wide and global networking environments will be explored.

Prerequisites: None

Frequency: ?

Credit Hours: 3

4240: Knowledge Management

In the current corporate environment, knowledge, not information, is described as the greatest asset to an institution, and emphasis is placed on the value of systems and methods to preserve intellectual capital. The information professional can contribute traditional skills of organization and dissemination of information, and also must develop abilities to assess needs in the process of selecting and preparing information that will be synthesized into organizational knowledge. Knowledge management requires capturing tacit knowledge of the organization and combining it with explicit knowledge using information technologies such as Intranets, groupware, expert systems, and intelligent agents.

Prerequisites: None

Frequency: ?

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.

Prerequisites: None

Frequency: ?

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 of non-book formats, and repair and conservation treatment of collection materials.

Prerequisites: LIS 4800 or approval of instructor

Frequency: ?

Credit Hours: 3

4804: Digital Objects & 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.

Prerequisites: LIS 4010

Frequency: ?

Credit Hours: 3

HAWAII

University of Hawaii

Library and Information Science Program

Information and Computer Sciences

<http://www.hawaii.edu/lis>

2550 McCarthy Mall

Honolulu, HI 96822

Email: slis@hawaii.edu

Phone: (808) 956-7321

Fax: (808) 956-3548

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: LIS 619 or consent

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.

Prerequisites: ?

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.

Prerequisites: ?

Frequency: ?

Credit Hours: 3