



W N Y L R C

Western New York
Library Resources Council

4455 Genesee St./P.O. Box 400
Buffalo, NY 14225
(716) 633-0705
www.wnylrc.org

PRESERVATION INSTITUTE: CARE AND MANAGEMENT OF PAPER AND PRINT COLLECTIONS

Name _____ Institution _____

Position/Title _____ Work phone _____

Email _____ Fax _____

Work address _____

City, State, Zip _____

Please note: Completion of this form indicates intent to attend ALL sessions of the Preservation Institute. All sessions must be attended and all assignments completed to receive CEU credit. Attendees will be awarded 3 CEU credits.

Please send the completed application to:

Laura Osterhout
WNYLRC
4455 Genesee St./P.O. Box 400
Buffalo, NY 14225

Institute Schedule:

Thursday, September 17, 2009, 9:00AM to 4:00PM
Introduction to Paper

Thursday, October 22, 2009, 9:00AM to 4:00PM
Handling and Storage of Print Material

Thursday, November 19, 2009, 9:00AM to 4:00PM
Conservation and Exhibition of Print Material

Thursday, January 21, 2010, 9:00AM to 4:00PM
Reformatting and Digitization

Thursday, February 25, 2010, 9:00AM to 4:00PM
Disaster Preparedness, Response and Recovery

Thursday, March 25, 2010, 9:00AM to 1:00PM
Preservation Institute Graduation

Institute Fee: \$375. Fee includes course materials and lunch at each session.

Please note:

- We can accommodate 20 participants in the Institute.
- Applications will be taken on a first come- first served basis for WNYLRC members until July 24, 2009.
- After July 24, 2009, applications will be accepted on a first come-first served basis for both WNYLRC members and non-members until August 14, 2009.
- Participants will be notified no later than August 21st if they have been accepted into the institute.
- To be eligible to participate, payment for the institute must be received in full by September 11, 2009. Participants can contact WNYLRC to make arrangements for payments.
- No refunds after September 16, 2009 and no refunds for individual sessions not attended.

To help us learn more, please fill out the following questionnaire:

1. On a scale of 1 – 5, (with 1 being very little and 5 being expert), how would you rate *your knowledge* of paper and print preservation issues? (please circle)

1 2 3 4 5

2. On a scale of 1 – 5, (with 1 being very little and 5 being expert), how would you rate *your knowledge* of paper and print preservation techniques? (please circle)

1 2 3 4 5

3. On a scale of 1 – 5, (with 1 being very little and 5 being expert), how would you rate *your institution's* paper and print preservation techniques? (please circle)

1 2 3 4 5

4. On a scale of 1 – 5, (with 1 being little need and 5 being great need), how much help does your institution need with preservation activities? (please circle)

1 2 3 4 5

5. Are there currently environment monitoring devices in operation at your institution? If yes, of what type and how many?

6. Are there currently preservation standards in place at your institution? If yes, what are the standards? Are there policies and procedures?

7. What preservation issues does your institution face? Give specific examples.

8. Is your institution currently considering participation in preservation analysis or remediation? If so, what does this involve, and with what organizations?

9. Is your institution working with any other institutions/organizations on preservation issues? Please name these institutions/organizations, and describe your involvement with them.

10. How will you and your institution benefit from this Institute?

11. Does your institution plan to digitize materials for preservation purposes? If so, what materials?
