University of California, Davis Library Conservation and Preservation Department Records AR-016

Finding aid created by Archives and Special Collections staff
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Title: University of California, Davis Library Conservation and Preservation Department Records
Creator: Margaret B. Harrison Preservation Department
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Date (inclusive): 1940-1988
Abstract: Office files and reference materials relating to the responsibilities of the department including disaster preparedness, preservation microfilming, and book repair.
Researchers should contact Archives and Special Collections to request collections, as many are stored offsite.
Scope and Content of Collection
Office files and reference materials relating to the responsibilities of the department including disaster preparedness, preservation microfilming, and book repair.
Access
Collection is open for research.
Processing Information
Liz Phillips encoded this finding aid with help from student assistant Aditi Sinha.
Preferred Citation
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Subjects and Indexing Terms
Margaret B. Harrison Preservation Department -- Archives

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Box 1

Organization/Authority undated
Emergency and disasters - questions and comments undated
Emergency/Disaster committee minutes Feb. 22, 1988
Meeting minutes Jan. 11, 1988
Emergency Disaster Committee minutes Feb. 22, 1988
Letter to Jerry Keen Feb. 2, 1988
Physical Sciences Library E/D program tasks Feb. 1, 1988
UC Davis policy and procedure manual Feb. 1, 1984
Procedures for salvage of water-damaged library materials -1975
Disaster prevention and disaster preparedness April 1978
Library security newsletter (Vol. 1, no. 1) Jan. 1975
Friends of the UCR library Dec. 6, 1985
RLG Directory undated
RLG Preservation Manual undated
Columbia University Libraries preservation of materials Fall 1980
Emergency and Disaster Manual June 16, 1986
UC pesticide information and safety manual undated
Seminar on the preservation of library & archival resources -1977
Preservation of materials index undated

Box 2

Contract Administration Manual undated
Review of unbound materials undated
General Library departmental purchase request form March 12, 1987
Library material ads undated
Missing issues forms (completed) undated
Missing issues forms undated
Missing issues planning undated
Botany Library undated
Missing issues procedures undated
Missing issues policy statement drafts -1982
Stat. forms July 1981-June 1985
Missing issues committee -1982

Box 3

Disaster preparedness (salvage priorities) July 14, 1986
Review of unbound material Aug. 28, 1975
Preservation Microfilming -1987
Statement of goal and objectives for the conservation and preservation department of the general library of UCD undated
Disaster control undated
Fire safety undated
Occasional papers: a conservation policy statement undated
Goal and objectives undated
Internal correspondence March 7, 1979
Disaster news undated
Administrative supplement to the academic plan Oct. 8, 1974
Water damage undated
Emergency/Disaster program June 20, 1986
Roberta's part (intro) undated
Proposal for a regional network undated
UC Davis policy and procedure manual Feb. 16, 1979
Conservation Administration News (No. 19) October 1984
Box 3

- Tracings (Vol. 7, no. 14) April 4, 1979
- Supplies and sources list undated
- UCD Telecommunications Sept. 22, 1986
- Articles on Preservation undated
- Library preservation conference undated
- Preservation Manual (draft) undated
- Ph Standards undated
- Conservation and preservation information file undated
- RLG preservation committee -1982
- Memo to RLG coordinators June 17, 1981

Box 4

- Missing issue and material request forms 1973-1978
- Conservation catalog -1982
- Canadian conservation institute technical bulletin May 1978
- SAA Bookcase October 1983
- Picture Framing & Wall Display undated
- RLG preservation committee -1981
- UC Availability of Materials Requested on Intercampus Loan Sept. 1, 1983
- UC Costs and Features of Online Catalogs Sept. 12, 1983
- UC Cost Functions for University Libraries Dec. 22, 1981
- UC Deterioration of Book Paper Nov. 24, 1981
- UC the Use of General Collections at the University of California Jan. 30, 1980
- An economic criterion for housing and disposing of library materials Sept. 24, 1979
- In-house use and immediacy of need Nov. 1978
- Bibliographic Access to the UC Library Resources at Berkeley and L.A. June 1975
- A survey of requests received by telephone Nov. 28, 1978
- The Duplication of Monograph Holdings in the UC Library System October 1974
- LC Classification Outline July 1, 1975
- Standard for library binding -1971
- Outline of the library of congress classification -1942
- Periodicals available for circulation to USDA personnel undated
- Packaging books for travel (Guild of Bookworkers Journal) (Vol. 23, no. 1/2) 1984-1985
- National Conservation Advisory Council undated
- The rise and fall and rise of cooperative projects, Nancy E. Gwynn undated
- Material selection for library conservation (Vol. 6(1)) Spring 1984
- The preservation of wood pulp publications, Alvin W. Kremer April 1954
- Recommended environmental monitors for museums, galleries & archives undated
- The Library Preservation Program -1985
- ALA Yearbook of Library and Information Services undated
- Environmental standards for storage of books and manuscripts -1974
- Preservation of Library Materials, Paul N. Banks (Vol. 23) undated
- Toward a California Document Conservation Program -1978
- Preservation of Library Materials, Margaret M. Byrnes -1981
- National Endowment for the Humanities April 1986
- Design...sample survey of the condition of books in the Library of Congress -1984
- Library/Conservation Profile, Susan E. Schur undated
- Bibliography undated
- Various preservation articles undated
- The Price of Preservation, Terry Belanger Nov. 18, 1977
- The future of conservation in research libraries, Karen Lee Shelley Jan. 1976
- A regional restoration center for New England, George M. Cunha undated
- Royal Institute of British Architects. Sessional papers 1864-1865
- Committee on production guidelines for book longevity April 1981
- AASLH Teclleaf Effects of the environment on paper, History News (Vol. 35) undated
- Paper Grain, Werner Rebsamen, New Library Scene Feb 1985
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<th>Box 4</th>
<th>Our printed legacy is turning to dust, Historic Preservation, Arthur Magilda Jul/Aug 1981</th>
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<td>Effect of polymer additives on the strength of paper of different compositions -1978</td>
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<td>Association of Research Libraries Newsletter Oct. 31, 1987</td>
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<td>James Draper and James Brooks, Interior Design for Libraries -1979</td>
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<td>Box 5</td>
<td>Lester Condit, A Pamphlet about Pamphlets -1940</td>
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<td>Box 5</td>
<td>William J. Hubbard, Stack Management -1981</td>
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<td>David Boardway and others, Preservation: Your Responsibility undated</td>
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<td>Jane Greenfield, Pamphlet Binding -1981</td>
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<td>Jane Greenfield, Wraparounds -1980</td>
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<td>R.L. Shep, Cleaning and Repairing Books -1980</td>
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<td>Conservation and Preservation at Yale -1981</td>
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<td>Maurice F. Tauber, Library Trends Jan. 1956</td>
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Micropublications undated
Journal of the American Institute for Conservation (Vol. 22, no.1) Fall 1982
The New Library Scene (Vol.6, no.3) June 1987
Les lampes a' fluorescence undated
National serials data program undated
Microreader maintenance undated
Composite index 1944-1946
Light undated
Acquisitions Department annual report 1962-1963
Costs undated
University of California extension Santa Cruz undated
LJ Series on Preservation (#1-6) May 1-Sept. 1, 1979
Humidity undated
What an institution can do to survey its conservation needs, George Cunha -1979
Russian Nineteenth Century journal on microfiche undated
Preparing material for microfilming April 1984
Perez, Madeline; Raymond Andrew; Swartzell, Ann: Selection undated
Preparation of Archives and Manuscripts for micro-reproduction undated
Dearstyne, Bruce W.: Microfilming historical records undated
Specifications for the microfilming of Newspapers in the Library of Congress -1972
Power, Eugene B.: Microfilm as a Substitute for Binding undated
Developing a preservation microfilming program Nov. 1, 1974
Archive products prices June 22, 1987
Bibliography pest control undated
University of California task group on preservation of library materials -1977
Polyester Book Jackets -1981
Users guide to the conservation of library materials Sept. 1, 1980
A Manual for records preservation and disaster planning for state government agencies in Nebraska undated
From the Curbstone: Copyright issues in videodisk storage of Library of Congress collections Jan. 1983
Veaneer, Allen B.:The Evaluation of Micropublications undated
Libraries, other undated
Class undated
Continuation service undated
Typewriters undated
Security and Circulation undated
Record players undated
Micro misc. undated
Micro equipment undated
Micro equipment II undated
Microform- reader/printer undated
Microfilm undated
Microfiche undated
Misc. Micro undated
Label and stamps undated
Furniture undated
Film undated
Filing undated
Record/alert systems undated
Data processing equipment undated

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Disaster papers 1985
Emergency/disaster boxes undated
Disaster plan worksheets undated
Schedules undated
Emergency numbers undated
Table of contents undated
Disaster preparedness-RS lists undated
Library room numbers Oct. 5 1983
Floor plans- Library Sept. 25, 1984
Floor plans March 17, 1988
Floor plans, second floor undated
Floor plans, water lines undated
Floor plans, special collections undated
Library floor plans, third floor undated
Planning for Preservation July-August 1980
Office safety April 1981
Preservation in the University of Washington Libraries Dec. 15, 1981
Disaster recovery plan Aug. 24, 1984
Disaster preparedness committee undated
Floor plans undated
Adhesives undated
Commodity, Firmness and Delight undated
Library and Archival security Oct. 13, 1986
Art materials -1981
Asbestos March 1, 1985
Bookbinding Jan. 20, 1983
Book Drops 1983, 1986
Cleaning undated
Long-term preservation April 1987
Copyright undated
De-acidification undated
Education -1961
Encapsulation 1980, 1975
Environment 1979, 1988
Equipment April 1986
Films March 1, 1980
Freezing undated
Fumigation 1985, 1986
Humidity -1984
Insects 1953, 1985, 1986
Intrinsic value undated
Lamination undated
Leather -1979
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Maps July 1982
Mending, repair, processing 1977, 1982
Micro -1982
Mold and mildew March 1980
Music 1975, 1983
Supplies July 1986
Binding 1969, 1972
Binding (machines) undated
Boxes -1982
Calculators, adding machines undated
Copiers 1972, 1985
Cataloging and processing services undated
Bibliography undated
Columbia University Libraries: Preservation of library materials undated
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Conservation and Preservation Dept. -1985
Memo: List of RLG Preservation Resource People March 13, 1986
Boxes: For the protection of rare books their design and construction July 20, 1982
Preservation Planning Program -1982
Library floor plans undated
Binder: preservation L-V 1971-1972
Development of a system-wide disaster plan Sept. 27, 1979

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Calendars from the U. C. Printing Dept. 1979-1984
Science Library-Library Shelving Floor Plans undated
Fourth Floor Plans, Shields Library 1986
Shields Library Floor Plans undated
Usable Copies of Building Plans, Shields Library undated
Incomplete Copies of Building Plans Enlarged, Shields Library undated
Maps of Rooms In Shields Library undated
Drawing of Layout of First Floor, Shields Library undated