

Selected Collections from Mass Media and Culture
University of Maryland Special Collections and University Archives
Preservation Plan

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Final

I pledge on my honor that I have not given or received any unauthorized assistance on this
examination.

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Executive Summary

As a premier collecting area within Special Collections and University Archives (SCUA), the Mass Media and Culture (MMC) collections have attracted scholars and new accessions as well as increased the prestige of the vast holdings within the University of Maryland's Libraries. With over 500 broadcast-related collections from both the public and commercial sectors across broadcasting's history, 75% of which include audiovisual material,¹ without a doubt, MMC contains a wealth of media and communications history. The breadth and possibilities of this collection supports SCUA's mission to "enrich the scholarly opportunities,"² but to ensure their longevity and reach staff's vision to nurture "the discovery of the collections through innovative and user-oriented technology, teaching, partnerships, and outreach,"³ there is more work to be done.

The most critical preservation needs have been met insofar as SCUA's development and regulation of the facility in the R. Lee Hornbake Library. The environmental controls meet preservation standards in regard to climate and air quality. Emergency preparedness plans coordinated with other campus units, including trained staff, are already in place. The University Libraries Preservation Department has an equipped conservation lab in McKeldin Library staffed by preservation librarians and conservators. Digital Conversion and Media Reformatting (DCMR) works closely with SCUA on in-house format migration and digitization efforts. However, both departments service the entire libraries system, not SCUA alone, and rely on both university, grant, and private funding to operate projects and initiatives.

The valuable MMC collections are in serviceable condition – for now. But the materials are quickly deteriorating from one lifetime of use and a second lifetime of inadequate housing and research handling situations. These same conditions only speed up the inherent instabilities of acidic paper and sensitive audiovisual formats, with only a decade – if that – of shelf-life remaining.

¹ Schnitker, Laura. "Archives of Mass Media & Culture: Managing Audiovisual Materials." Class lecture, Library and Archives Preservation from University of Maryland College Park, College Park, MD, March 27, 2019.

² "About Us." University of Maryland Libraries.

³ "About Us."

(B5) Consider the Howard K. Smith Papers, even one slice of the 169 linear feet of his illustrious career, from the time he was the CBS war correspondent during WWII – one of the Murrow Boys. SCUA holds his personal collection of notes, correspondence (handwritten, typewritten, radiograms), broadcast scripts and drafts, and even his collection of resistance underground newspapers that circulated to the populace and even the frontlines in attempts to deter Axis soldiers. These text documents are overfilled in folders in boxes or curled over in loose piles on the bottoms not only making access difficult but distorting the materials themselves. The aging paper, often on acidic bases from cheaply made paper, is yellowing and brittle; bends quickly turn to tears and crumbles. Pencil graphite is rubbing away while fountain pen ink bleeds and radiogram type fades. Soon, without attention and action, the messages will fade and disintegrate until there is little for historians to make out. As more and more stories of everyday people caught up in WWII's international consequences or clandestinely sabotaging on the Homefront capture the public's imagination, the public will want to know more about these ordinary – and extraordinary – lives. Even Hollywood can never get enough. But without the necessary resources to preserve these incredible stories, these seemingly innocuous pieces of a human life will quickly fade away like the ink on a slip of paper.

The MMC Preservation Plan has completed an assessment of selected collections in order to identify primary preservation needs and required actions to support the preservation, including resources such as staffing, supplies and other necessities. The Plan has identified five main categories that resources and funding can greatly improve in both short- and long-term stages to safeguard these poignant collection holdings and enrich the scholarship of the university and community for a long time to come.

Introduction

Though the Special Collections and University Archives (SCUA) was not established until 1977, then known as the "Archives and Manuscripts Department," the unit has been unofficially consolidating university records and holdings since the early 20th century.⁴ SCUA's mission is to "support the educational and research mission of the University. These

⁴ Stoykovich, Eric. "History of Special Collections and University Archives." University of Maryland Libraries. January 2019.

collections enrich scholarly opportunities for the University's students, faculty, and staff, as well as those of the state, national, and international communities.”⁵

Since 2001, SCUA has been based in the R. Lee Hornbake Library. The brick façade matches the Georgian Revival style of the majority of the University of Maryland, College Park’s campus. The facility hosts 140,000 square feet across five stories and a sub-basement. Its primary reading room, The Maryland Room, serves as both a gallery for nationally-recognized year-long exhibitions and as the gateway to five major collecting areas in SCUA’s purview: Marylandia and Historical Manuscripts, the AFL-CIO and Labor collections; the Gordon W. Prange Collection; Literary Manuscripts and Rare Books; and Mass Media and Culture.⁶

As one of the largest collecting areas, Mass Media and Culture contains collections from notable media personalities, scholars, performances, and stations. This amounts to over 500 collections with nearly 75% including audiovisual material.⁷ The collections themselves are comprised of a range of materials such as audio and visual recordings – reflecting their own evolution – personal collections, textual documentation, photographs, and oral histories. Two primary prongs of MMC holdings are the National Public Broadcasting Archives and Library of American Broadcasting, accessioned in 1990 and 1994, respectively.⁸ Both have significantly expanded the physical collections and raised SCUA’s profile in the history and preservation of both public and commercial broadcasting.

The purpose of the MMC Preservation Plan is to guide SCUA’s goals and work in accordance with its mission and values. The Plan recognizes the value of these collections but also the large scope of work and limited amount of personnel, funding, and time that is available. The collections survey identified key preservation needs and informed the creation of recommendations based on high, medium, and low priorities for SCUA to initiate into workplans for safeguarding the collections. SCUA already has many key preservation actions in place, such as those outlined below.

⁵ "About Us." University of Maryland Libraries.

⁶ Stoykovich.

⁷ Schnitker.

⁸ "About Mass Media and Culture." University of Maryland Libraries. March 2018.

Climate

Temperature is maintained at a range of 65 to 60 degrees Fahrenheit. Relative humidity is maintained between 40 and 41 RH.

Lighting

Ultraviolet levels in all areas are measured by Preservation staff. Blinds prevent primary UV exposure from perimeter windows. UV sleeves on fluorescent lighting in storage areas minimize exposure in storage areas. Lights go out after-hours from 5:00 p.m. to 8:00 a.m.

Emergency Preparedness

Disaster Plan

The University Libraries maintains a complete plan as well as trained staff to respond to emergencies that threaten the collections. A staff floor marshal has been designated for each floor of the facility. These staff members undergo emergency procedures training through the University's Department of Public Safety.

Fire Safety

Smoking is prohibited at the University. The facility is equipped with wet pipe sprinklers throughout. Each sprinkler head in the collection storage areas are equipped with heat sensors. Smoke detectors are also strategically located throughout areas near elevators, stairwells, and mechanical/electrical closets. Both heat sensors and smoke detectors signal the University Police and Fire Department in case of a fire event. These systems fall under the purview of the campus fire marshal and are regularly inspected. Amerex Model B456 Dry Chemical fire extinguishers with 4-A-80-B-C classification are located on each floor of the facility.

Collections Security

The Hornbake facility is protected by three overlapping security systems: key-card access, zone alarms controlled via keypad codes, and motion detectors. Staff swipe cards are programmed with assigned security levels and access. Only senior staff have full access outside of operating hours. During off-hours, building-wide alarm systems are active.

Systems trigger audible alarms and a response from University Police. All entrances and major traffic areas are monitored by CCTV.

Researchers are required to register and are checked-in by staff. The Maryland Room reference desk is staffed in rotating shifts.

Though prepared to continue successfully managing collections and their needs for years to come, there remains work to be done with current collections. The Plan aims to guide SCUA's efforts, while remaining a working document that is able to adapt and meet evolving needs of the collections and department. Comments and suggestions are welcome to make this tool as applicable and efficient as possible.

Description of Collections

The Plan's selected collections are outlined below, including general contents, inclusive dates, size, and accession dates. A more detailed inventory can be found under Survey Findings.

National Association of Broadcasters (NAB)

Documents the activities of the National Association of Broadcasters, which is the largest lobbying organization for the broadcast industry.

- Contents: convention proceedings, textual and object promotional materials, pamphlets, audio and visual recordings, slides, vertical files containing media clippings, binders including NAB committee proceedings and research for coverage
- Inclusive dates: 1920s – 2010
- Size: 300 linear feet
- Date of accession: 1999

Tom Buckley Collection

Material collected by TV engineer Tom Buckley documenting radio and television stations, including WUSA (Washington, D.C.).

- Contents: booklets, promotional material, photographs, audio recordings, video recordings

- Inclusive dates: 1930s – 2007
- Size: 135 linear feet
- Date of accession: 2007

Frank Absher

Radio material collected by radio historian Frank Absher.

- Contents: audio recordings, photographs, promotional material
- Inclusive dates: 1920s – 1960s
- Size: 6 linear feet
- Date of accession: 2001

Douglas Gomery

Material collected by media historian Douglas Gomery to produce his books and journal articles.

- Contents: research material, manuscripts, correspondence, and media
- Inclusive dates: 1922 – 2007
- Size: 204 linear feet
- Date of accession: 2007

Howard K. Smith Papers

Documents the career of radio and television journalist Howard K. Smith.

Contents: viewer mail, transcripts, commentaries, audio recordings, film and video recordings.

- Inclusive dates: 1940s – 1990s
- Size: 169 linear feet
- Date of accession: 2004

Bernard Timberg

Material collected by media historian Bernard Timberg to document his research into television talk shows.

- Contents: research material, manuscripts, correspondence, media.
- Inclusive dates: 1960s – 1980s
- Size: 3.5 linear feet
- Date of accession: 2002

Earl Wrightson and Lois Hunt Papers

Documents the work of early television music performers Earl Wrightson and Lois Hunt

- Contents: photographs, correspondence, promotional material, audio recordings, film and video recordings.
- Inclusive dates: 1950s – 1960s
- Size: 49 linear feet
- Date of accession: 2013

Survey Methodology

In order to determine collections' preservation needs and provide recommendations for application and action, a basic needs assessment was undertaken. As the selected collections within this Plan amount to over 866 linear feet, it was important to devise a methodology for a quick assessment yielding in results with the most pressing needs.⁹ Twelve boxes from across the collections were chosen in a random sampling to represent the MMC collections. The boxes came from seven different collections accessioned by SCUA between 1999-2013 but include material from as early as the 1920s. The random sampling was then assessed in a collection-level survey, rather than item-level, to develop a big picture understanding of the collections' needs.

⁹ "1.3 The Needs Assessment Survey." Planning and Prioritizing. 1999. <https://www.nedcc.org/free-resources/preservation-leaflets/1.-planning-and-prioritizing/1.3-the-needs-assessment-survey>.

Survey Findings

This section describes survey findings by providing a general collection-level inventory and describing the material as well as its conditions. The following section will serve as analysis of the findings and describe the collection's needs.

National Assoc. of Broadcasters (Boxes 1-3)

Material	Description and Condition
Approximately (30) slides	Plastic storage containers
Convention proceedings: programs, directories, brochures varied sizes	Various sizes and weights
(6) VHS	Original cardboard sleeves
(2) rubber magnets	Original plastic wrapping
Newspapers and proceedings	Assortment; acidic
(4) Binders	DC Bar Continuing Legal Education; Casino Gambling ; Briefing Books for -- NAB Before Subcommittee - Hearing on Equal Employment Opportunity in the Telecommunications Industry ; U.S. Casino Directory; torn hole punches, warped contents due to storage
(14) Audio Cassettes	(4) without cases
(8) VHS Tapes	(6) in plastic cases, (2) in cardboard sleeves
(3) U-Matic Tapes	In plastic cases
Vertical Files in Manila Folders	Newspaper clippings, notes, correspondence; lifetime handling damage

Tom Buckley (Box 4)

Material	Description and Condition
Promotional Materials	Assortment of objects (including but not limited to stickers, can-opener, pencil, wristwatch, plastic bag, pen sets, hand fans, reusable water bottle, sunshade, towel, games, model kits, shirts, magnets)
Event Artwork	For KAKE-TV; chalk fragile
Collectibles	Textual (magazines, brochures, maps, etc.), Objects and Ephemera (stickers)

Packet	(3) CDs; photograph in sleeve; radio albums; copy paper scripts; handwritten notes
Signs	Metal license plates; heavy with pressure points wrapped in plastic bags and rubber bands
Audio Reels	
(38) Audio Cassettes	(7) without cases

Douglas Gomery (Box 6)

Material	Description and Condition
(3) Spiral Notebooks	
DVDs in mail package	
Folders	USB drives (and original packaging); printed and handwritten notes
Accordion file	Loose papers, floppy disk, media clippings, priority mail envelope with receipt

Howard K. Smith (Boxes 7-8)

Material	Description and Condition
(6) Audio Reels	silicone lubricated splice free; tail and initial layers of tape appear warped and loose - no attachment (tape) to reel; visible dust pollutants
(2) Large film reels in canisters	Color print, slight vinegar smell; Kodak 35 mm (only to be opened in darkroom) positive safety film
(2) Small metal canisters	
Film reel in cardboard box	16mm safety film ("motion picture film not dangerous"; in postage box complete with stamps, labels, and tape - tape is flaking and cardboard is crumbling
Film reel in plastic case	color; remnants from rest of collection on case
(6) VHS tapes	(3) in plastic cases, (3) in cardboard sleeves ; Covered in particles
Parcel	shipping packaging with FR stamps and label; (1) reel of magnetic tape appears in good condition
(9) Audio Cassettes	(3) without clear cases
Packets	Somewhat intact; scripts carbon copies, many with ink notes

Loose papers and ephemera	Newspapers, pamphlets, meeting proceedings, scripts, media clippings, tracing paper, radiograms; acidic paper; handling or storage damage
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Bernard Timberg (Box 9)

Material	Description and Condition
(1) Binder	Pasted copy paper and newspaper clippings; yellowed edges; under plastic pages
(20) Audio reels	(19) 5in., (1) 7 in.; boxes in varying conditions; tape loose, warped; ephemera inside (yellow legal pad paper)
(38) Vinyl records	8 in.; most sleeves torn or bent; DJ or promotional copies; deteriorated rubber bands; some contain ephemera in sleeves (promotional material)
(8) Audio cassettes	(5) without cases, (1) cracked
(2) Folders	Personal notes, track lists, promotional material, media clippings; acidic paper, ink bleed, fading graphite

Wrightson & Hunt (Boxes 10-12)

Material	Description and Condition
(25) Audio cassettes	wrapped in rubber bands; (10) Columbia masters grouped in storage box
(19) Audio Reel	7 in. reels; (1) 5in. In wrong box; sticky tape; potential mold; distorted tape
(26) CD-ROM	(4) plastic cases needed, (1) with liquid damage - brown stains internal and external
(7) DVDs	
Vertical files	programs, promotional material, media clippings, receipts; PII issue regarding identification, death and financial records
Paperback book	stuck with ephemera (letters, etc. yellowing and browning must be acidic)
Loose papers	Photographs - yellowing, glue and tape residue on backs, abrasions, creases; correspondence

Packets	correspondence, photographs, promotional materials; Ripped and open causing pressure on other materials; curling material; floppy disks, bound performance resumes
Framed photograph	Poor condition; potential microclimate - internal residue; color deterioration; rusted metal
Empty parcel	
Spiral cookbook	Residue
Photo album	Contents in poor condition: residue; acidic adhesives; loose pages; brittle paper
Binder	Covered in pollutants and particles; sleeves in disrepair; acidic paper and adhesives; newspaper clippings brittle; photo discoloration

Preservation Needs and Required Actions

The collections' needs and required actions have been gathered into a table, as seen below, directing SCUA staff to primary tasks, necessary resources (such as staffing, supplies, etc.), and the priority level. Most of the needs the Plan has identified fall under several main categories: rehousing and storage considerations, object storage, paper-based document stabilization, audiovisual stabilization, and digitization considerations.

Rehousing and Storage Considerations

As the collections appear to be in their original order and original storage conditions, barring the standard legal sized boxes, rehousing is the most pressing need. Microclimates may have formed – or are likely to – in original plastic packaging or sandwich bags. Textual documents and audio and visual material are stored together, preventing best practices like maintaining vertical storage for AV material¹⁰ and alleviating pressure and possible abrasions¹¹ between all the box contents. Additionally, original manila packets too large for boxes and mailing parcels complete with potentially acidic

¹⁰ *The Film Preservation Guide: The Basics for Archives, Libraries, and Museums*. San Francisco, CA: National Film Preservation Foundation, 2004.

¹¹ "Caring for Paper Artifacts." Smithsonian Institution's Museum Conservation Institute. Taking Care. https://www.si.edu/mci/english/learn_more/taking_care/index.html.

adhesives take up too much space and cause pressure or catching on surrounding documents from the folds. These kinds of material should be reviewed by SCUA staff, and potentially an associated historian, to determine the value the packets or parcels add to the collection.¹² If of intrinsic value, these materials can be kept but isolated in other enclosures.

Object Storage

Similar to the aforementioned parcels, non-textual objects such as promotional material and personal collection items create issues related to pressure, abrasions, contamination, and disorganization for researchers. Loose items stored together in a box are likely to scratch each other or get trapped beneath the weight of others. Older, more fragile items should be isolated in protective, customized housing. Using material themselves, such as shirts or towels to pad other items creates item distortion and prevents air circulation and potential for a microclimate – particularly when larger plasticized items like signage or bags are draped on the top layer. Regrouping like items, especially by size, safeguards items and efficiently uses space.¹³

Paper-Based Document Stabilization

While most of the collections' paper-based documents will benefit from rehousing, further housing and stabilization needs are required to improve and best protect this material. Boxes containing vertical files were typically overfilled or contained the wrong size of enclosures. Not only should these enclosures be replaced, but contents should be regrouped into more manageable sized gatherings and folders and spaced out across multiple legal sized boxes or clamshell boxes to accommodate for easier and safer access.¹⁴ Rigid dividers and spacers will maintain even pressure and prevent planar distortion such as sagging or curling.¹⁵ Due to the nature of the collections' age and topic area, acidic paper abounds, requiring stabilization for carbon copies and newspaper that are brittle and more

¹² "Caring for Paper Artifacts."

¹³ Ritzenhaler, Mary Lynn. *Preserving Archives and Manuscripts*. 2nd ed. Chicago: Society of American Archivists, 2010.

¹⁴ Ritzenhaler.

¹⁵ "Caring for Paper Artifacts."

susceptible to static.¹⁶ These brittle pages are also typically pasted or taped to other papers or album sleeves, creating more issues related to acidic adhesive and plastics and degradation residue spreading surrounding material. Ink and graphite bleeding and transferring from notes and manuscripts are also issues for these collections, requiring further isolation from surrounding material in independent folders.¹⁷

Photographs (B2)

Tied with the audiovisual material, photographs require the largest amount of stabilization. Planar distortion and abrasions from poor storage and inherent deterioration make the material difficult to properly store, access, and handle. Survey findings in the Wrightson and Hunt sampling are the prime example. Not only should these photographs be individually placed into folders – or in more fragile cases, polyester sleeves – many require support from storing between corrugated board and cotton string to stabilize curling.¹⁸ They should also be stored flat in boxes, likely with drops to ease access.¹⁹ While current preservation staff can handle basic rehousing and stabilization, the Plan recommends SCUA bring in an outside conservator specializing in photographs to assess and stabilize the photos in frames and albums. These materials displayed high levels of deterioration and discoloration due to microclimates, acidic adhesives and materials, and corrosive metal, requiring specialized treatment. The Plan recommends reaching out to regional conservation centers for recommendations for conservation units or freelance conservators.²⁰ Before negotiating contracts, SCUA should ensure conservator(s) have appropriate training, credentials, and knowledge for the project. A detailed report on the project should be drawn up along with a list of questions for the conservator for either an in-person or phone interview.²¹ The conservator should also provide a portfolio and references regarding applicable and successful treatments. In this way, SCUA will be able to

¹⁶ Ritzenthaler.

¹⁷ "Caring for Paper Artifacts."

¹⁸ Caring for Paper Artifacts."

¹⁹ Haspo, Beatriz. "Nature of Library and Archives Materials: Photographic Materials & Microfilm." Class lecture, Library and Archives Preservation from University of Maryland College Park, College Park, MD, March 13, 2019.

²⁰ Haspo, Beatriz. "Book and Paper Conservation." Class lecture, Library and Archives Preservation from University of Maryland College Park, College Park, MD, May 1, 2019.

²¹ Haspo. May 1, 2019.

determine the conservator(s) level of knowledge, demonstrated expertise, and references and thus trustworthiness regarding MMC collection material.

Audiovisual Material Stabilization (B1)

Similar to the paper-based material, the audiovisual material in the collections will greatly benefit from rehousing, whether storing separately from other materials and vertically or in replacement housing. However, some of this material is also in dire need of stabilization and treatment. As the Plan relied on a quick, collection-level assessment, the survey also revealed the need for item-level assessment for the audiovisual material due to distortion and potential mold, acetate decay (vinegar syndrome), and hydrolysis (sticky shed syndrome) findings. The key challenge in preserving and treating these formats is their inherent deterioration and susceptibility in a variety of conditions. Shrinkage occurs in overly dry environments, yet mold and mildew occur in more moist environments.²² Material demonstrating mold, hydrolysis, or acetic decay should be immediately isolated to more appropriate environments to prevent spread or further deterioration and treated as appropriate.²³ Specialized treatment may require trained conservators outside of SCUA. Given the short time span of the inherent decay in aging magnetic tape, these materials – often already forty or fifty years old or more –, are surviving on borrowed time. As damage is typically irreversible, playback or format migration is an important yet difficult task in the preservation scheme and may even further harm the material.

Digitization Considerations

While SCUA maintains its stance on the misconception of digitization as a standalone preservation practice, this Plan is informed by SCUA's practices in surveying and digitizing audiovisual materials to create surrogates.²⁴ Due to fragility and damage, these items may not be fit for machinery or play the content in its original state. Surrogates can allow staff to save recorded content before the original material's lifecycle ends as well

²² *The Film Preservation Guide: The Basics for Archives, Libraries, and Museums*. San Francisco, CA: National Film Preservation Foundation, 2004.

²³ *The Film Preservation Guide: The Basics for Archives, Libraries, and Museums*.

²⁴ Schnitker.

as provide a copy for researchers to access without handling the original deteriorating format. However, digitization can be cost-prohibitive and requires careful consideration of the material's value, in-house capabilities, institutional budget, and outside funding.²⁵ Currently, SCUA is able to provide limited format migration and digitization in-house for audio material. Video material is out-sourced to a preferred local vendor.

(A) Table. Preservation Needs and Recommended Actions

Preservation Needs	Recommended Actions	Resources Required (staffing, supplies, etc.)	Collection Priority (H)igh, (M)edium, (L)ow
General Rehousing & Storage			
Many boxes open and exposed.	Assemble or build legal box lids.	Current staff (Archivists, Librarians); legal size boxes (3)	H
Collection may remain in partial original order and enclosures.	Replace acidic folders and other enclosures as needed.	Current staff (Archivists, Librarians); ready-made or custom designed enclosures, folders.	H
Plastic sandwich bags may be microclimates.	Objects and materials should be removed from plastic and surveyed and stored in new archival-grade enclosures as appropriate.	Current staff (Archivists, Librarians, Preservation); ready-made or custom designed enclosures.	M

²⁵ Schnitker.

Original mail packaging takes up space and catches on surrounding materials.	Staff should consult with historian to determine value of keeping mail packaging. Separate or isolate in enclosure if keeping.	Current staff (Archivists, Librarians); May require internal/external historian	M
Organize and improve storage for loose papers.	Place into acid free folders.	Current staff (Archivists, Librarians); Folders.	H
Some loose papers and material show signs of acidity.	Materials should be separated from surrounding materials with folders or other enclosures. Preservation should examine further for factors that increase deterioration and potential for treatment.	Current staff (Preservation)	H, M
Vertical files in boxes with non-textual are distorted from external pressure.	Vertical files should be rehoused separately into clamshell boxes or provided with rigid dividers to maintain even pressure.	Current staff (Archivists, Librarians); Legal size boxes or clamshells, dividers, spacers.	H
Vertical files are often hard to access safely and torn from handling.	Contents should be emptied and regrouped across multiple enclosures. Rigid dividers and spacers should be used as needed.	Current staff (Archivists, Librarians); Legal size boxes or clamshells, dividers, spacers	H
Reorganize and improve storage for programs and conference proceedings.	Store flat and by size.	Current staff (Archivists, Librarians)	H

Improve storage for audio and visual recordings.	Store vertically and by format (thus size).	Current staff (Archivists, Librarians); may require shelf dividers.	H
Rubber bands may be causing contamination.	Remove and replace with cotton ties, if needed. Use microspatula to remove any residue.	Current staff (Archivists, Librarians, Preservation); cotton ties.	H
Textual Documents			
Ink has bled and transferred to other materials and non-archival grade enclosures.	Enclosures should be replaced with thicker, archival grade enclosures. Loose pages should be interleaved with thicker acid-free materials to soak bleeding and protect surrounding material.	Current staff (Archivists, Librarians); acid-free paper (variety of weights) for interleaving	H
Artwork is exposed to surrounding material.	Chalk artwork should be stored in an appropriate sized enclosure. May require customization to prevent rubbing chalk.	Current staff (Archivists, Librarians)	H
Improve housing for photographs.	Loose photos should be singly housed in folders. Those with other text documents should be sleeved. May be stored flat. Store photo list in box to minimize handling.	Current staff (Archivists, Librarians). Folders, polyester sleeves, flat storage boxes.	H
Many photographs display severe distortion.	Store flat between two boards tied with cotton string.	Current staff (Archivists, Librarians). Acid-free corrugated board, cotton string	H
Audiovisual			

Audio and visual media conditions and playability unknown.	Complete visual inspection for each reel. Compile detailed proposed preservation and treatment plans.	Current staff (Preservation); May require increased funding and external vendor.	M
Survey magnetic tape reels and determine digitization priorities.	Survey condition. Create proposed budget for time and resources.	Current staff (Archivists, Librarians, Preservation)	M
Improve internal housing and conditions for audio and visual reels.	As appropriate: wind reels, re-affix heads, monitor internal climate and adjust storage location/climate.	Current staff (Archivists, Librarians, Preservation)	H
Reels are contaminated with mold.	Reels should be isolated for further inspection and cleaned.	Current staff (Preservation); May require external conservator.	H
Audio reels are deteriorating but undergo access requests.	Create proposed digitization budget for time and resources. Digitize in-house.	Current staff (Archivists, Librarians); May require extra funding.	M
Video reels are deteriorating but undergo access requests.	Create proposed digitization budget for time and resources. Research new or contact current vendor.	Current staff (Archivists, Librarians); Needs to be outsourced; May require extra funding.	M
Acidic ephemera stored with reels.	Create new labels with the metadata. If of value, create vertical files to store separately.	Current staff (Archivists, Librarians); Folders.	M
Improve housing for film.	New canisters as appropriate.	Current staff (Archivists, Librarians); (1) metal canister	H

Improve housing for audio recordings.	Replace containers as appropriate.	Current staff (Archivists, Librarians); (5) 5 in. cardboard boxes, (38) 8in. cardboard sleeves, (20) plastic cassette cases, (4) CD cases	H
Objects			
Organize and improve storage for promotional objects.	Should be regrouped by size and material into separate containers. May require customizing housing.	Current staff (Archivists, Librarians); Legal size boxes, custom enclosures.	L
Metal signage creates extra weight and pressure points.	Customized housing should be created to hold signage. Plastic surrounding mounting points should be removed.	Current staff (Archivists, Librarians, Preservation); custom enclosure.	H
Photo frame rapidly deteriorating.	Dismantle frame, survey for growth or inherent deterioration, treat as appropriate.	Current staff (Preservation); may require external conservator and funding.	H
Photo albums rapidly deteriorating.	Dismantle photos and clippings from acidic enclosures. Treat as applicable and rehouse with backing. Store flat.	Current staff (Preservation); may require external conservator and funding.	H
Miscellaneous			
Original fasteners are rusting or catching on surrounding material.	Remove and replace with archival-grade clips.	Current staff (Archivists, Librarians); archival-grade paper clips.	H

Original fasteners are in good condition but impede access (in-person and scanning)	Remove and replace with archival-grade clips.	Current staff (Archivists, Librarians); archival-grade paper clips.	L
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Application

As depicted in the Preservation Needs and Required Actions table above, the Plan recommends task order through three priority levels: high, medium, and low. High and medium priorities are recommended to be completed in the short-term. Some actions, such as basic rehousing, may seem as overly simplistic. However, these are highly feasible actions that yield positive results in the overall condition of the collection. Short-term application also includes urgent actions such as those regarding isolating and treating rapidly deteriorating material preventing contamination to the rest of the collections. Lower priority tasks are recommended to be done in the long-term as they may require focused attention and time with lower impact for the good of the whole collection.

Conclusion

As the purpose of the MMC Preservation Plan is to guide SCUA's goals and work in accordance with SCUA's mission to serve the educational and research interests of the university and surrounding community, it outlined five areas of concern and recommendations for action. The areas include rehousing and storage considerations, object storage, paper-based document stabilization, audiovisual stabilization, and digitization considerations. After taking the scope of preservation actions in place as well as personnel, timing, and funding resources, the Plan identified high, medium, and low priorities. While these are the primary recommendations based on the random sampling assessment, these are somewhat flexible and open to further review and suggestions. The Plan is meant to be a working document to support the needs of SCUA personnel and their efforts to best safeguard the MMC collections.

Bibliography

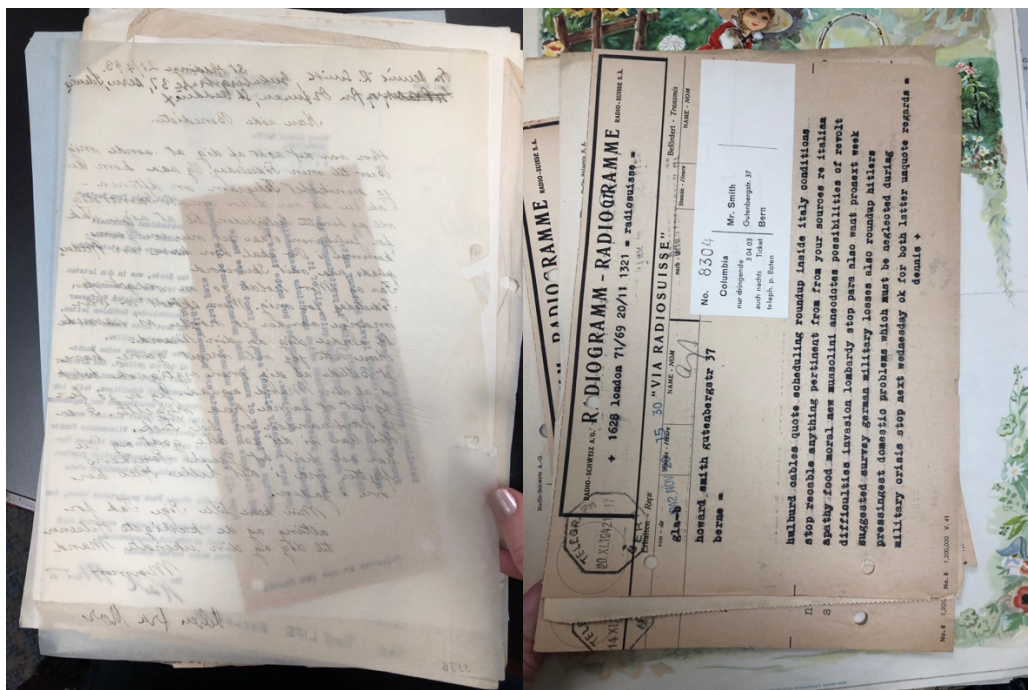
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Appendices

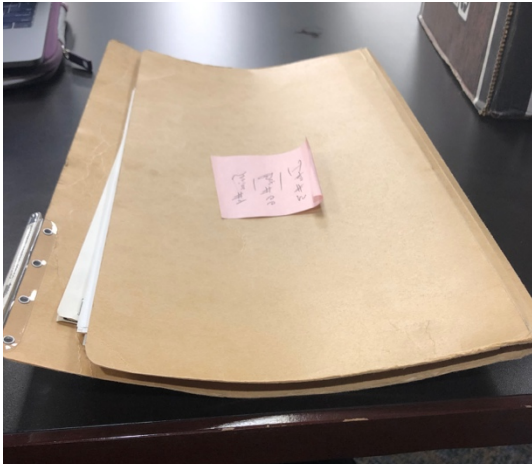
A. The Howard K. Smith Papers



Above: haphazard conditions and aging acidic papers. Bottom left: fading ink and whisper-thin paper. Bottom right: mid-war radiograms.



B. From National Association of Broadcasters

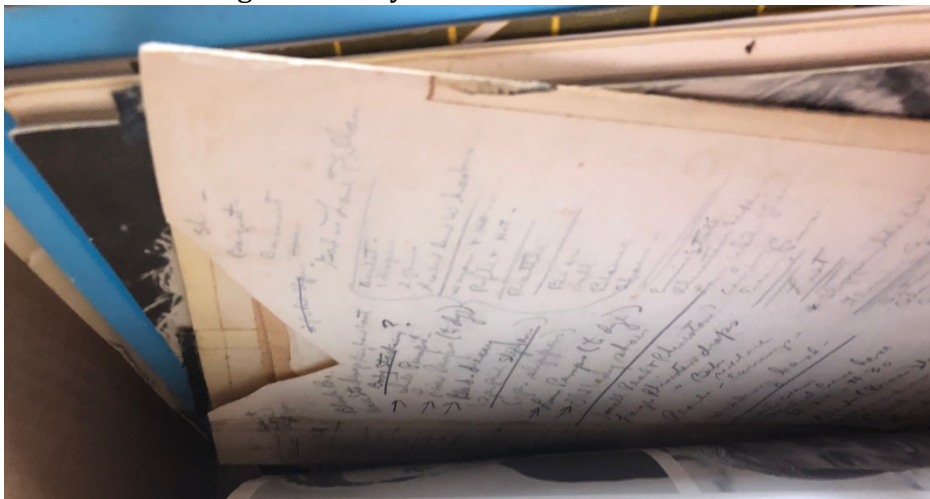


Top Left: planal distortion (curved folders and contents) due to storage pressure.

Bottom Left: overfilled folders; note ragged edges of folder and contents.

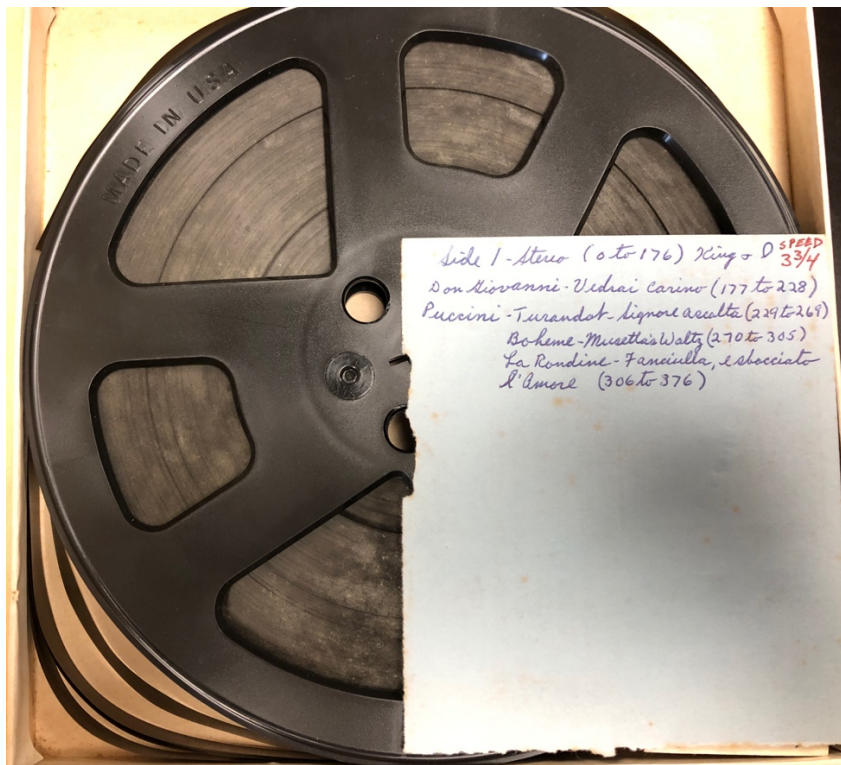


C. From Douglas Gomery



Left: fading graphite notes and contents.

D. From Wrightson and Hunt



Top Left: loose tape, acidic paper ephemera, likely mold or mildew growth.



Bottom Left: Deteriorating and corrosive tape adhering brittle newspaper to aging copy paper.



Above: Battered photograph and frame with discoloration, interior residue – potential microclimate – and abrasions.

Below: back of frame missing back shows either inactive mold growth and/or remnants of colored backing; corrosive metal and potentially acidic board.