Elements of a Preservation Policy

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I 1 Definitions (e.g. of preservation, conservation, surrogating)

2 Mission Statement or Strategic Objectives of the Library

3 Strategic Objectives for preservation of the collection (policy principles, including a statement on cooperation, where appropriate)

4 Needs assessment

5 Retention Statement (or link to separate retention policy); possible link to collection development policy

6 Security Statement (or link to separate security policy)

7 Link to Storage policy - Statement of (desired) environmental conditions or reference to relevant national/international standard

8 Link to Access policy - Guidelines for access; guidelines for handling of material (to cover e.g. reading room access, access for loan, reprography, exhibitions)

9 Statement of preservation philosophy (preventive preservation balanced with active conservation)

10 Surrogating or substitution policy
Elements of a Preservation Policy

II  a  Selection for preservation
   - based on priority setting according to:
     • objectives of the library
     • retention policy
     • significance/value/rarity of material
     • amount and kind of usage
     • physical condition

b  Budgeting for preservation
   • resources needed
   • resources available

c  Education and Training of:
   • all library staff
   • conservation and preservation staff
   • users

d  Risk assessment and risk management

e  Disaster control

f  Policy for, or statement on, research and development

g  Treatments
   - Standards and benchmarks
   - Types of material (e.g. paper vellum, bound, unbound,
     manuscript, print, newsprint, art on paper, scrolls, seals,
     etc.)
   - Non-print media (e.g. film, photographs, audio-visual
     material, electronic material, etc.)

h  Statement of responsibility
   (including reviews, implementation and monitoring)