

Elements of a Preservation Policy

by MIRJAM M. FOOT

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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)

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