

Issues in Collecting and Preserving

Seventh-day Adventist Materials

By Jim Ford

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Association of SDA Librarians
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Who am I?

Associate Director
Andrews University
Center for Adventist Research
(16 years)

Previously, Office of Archives and Statistics
General Conference of Seventh-day Adventists
(9 years)

2 masters degrees—
History and Library Science

with emphasis in archival management

Assumptions about where most of you are at now

- Academic library
- May have a small Adventist heritage collection with no staffing or very limited staffing
- Would like to do something with your SDA materials but lacked the money, time, & space
- Don't know where to begin or how to proceed.
- You do not realize the role you MUST play in preserving the history of the SDA Church in your region/union/division
- You think computers will make collecting paper items largely irrelevant

Assumptions about where most of you are at now

- Some may not be possible
- Shown as a goal
- Apply as you can in your situation

Outline

- **Collecting**
- **Use and Preservation**
- **Digital Issues**
- **Conclusion**

College libraries and the
Ellen G. White Research
Centers MUST be the centers
for collecting and preserving
what is said and done and
produced in each world
division.

I. Collecting

What to Collect

- Periodicals
- Books and Pamphlets
- Audio-Visuals
- Digital Products
- Ephemeral
- Artifacts
- Papers and Personal Materials

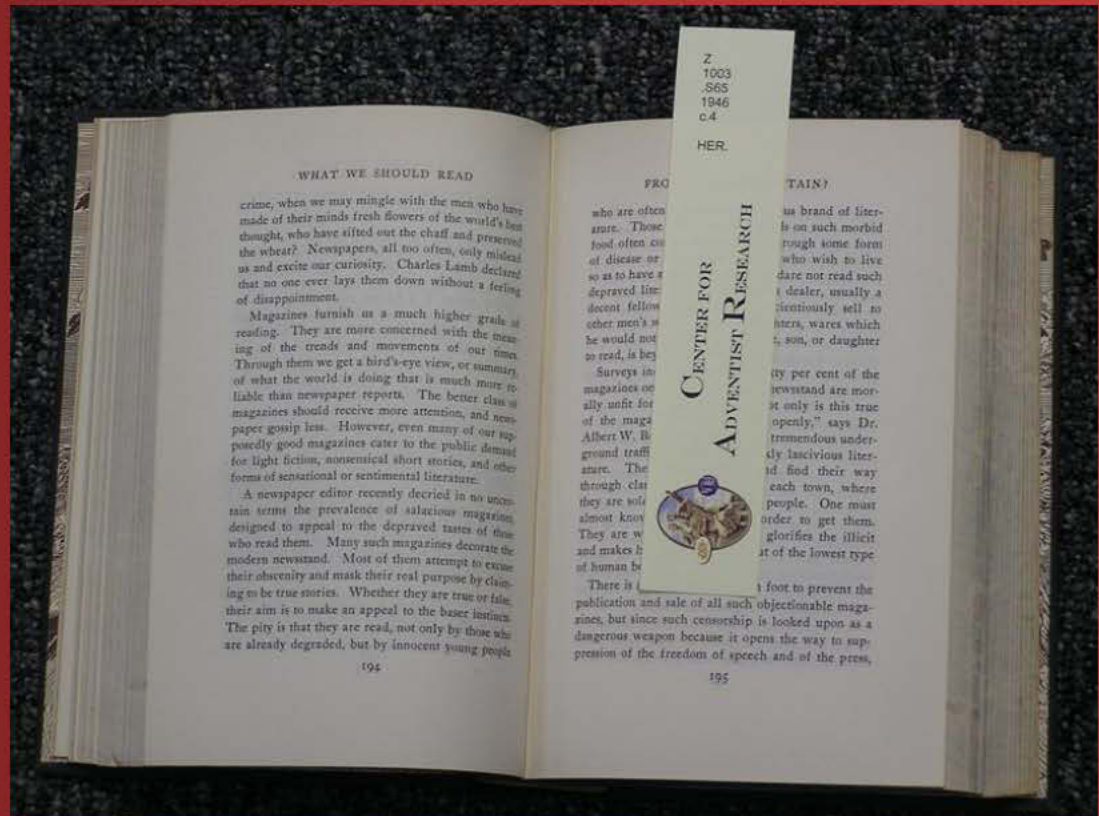
How to Collect

- Publishing House
- Division, Union, Conference Office
- Look through publications
- Write potential donors
- Talk to users
- Be open to other material
- Collaborate
- Search the Internet

II. Use and Preservation

Preparation for Use

- Books, pamphlets, and other published materials



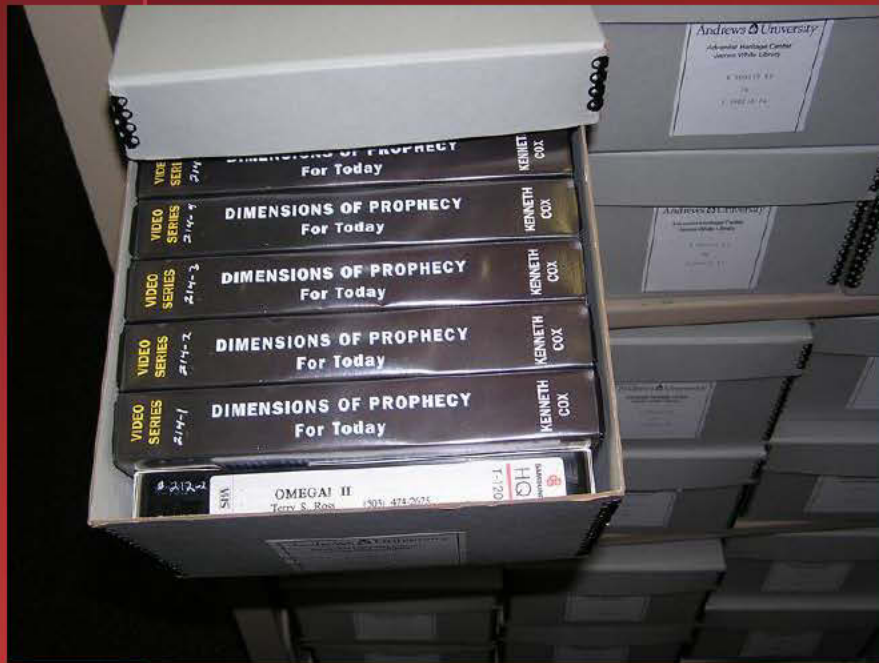
Preparation for Use

- Periodicals



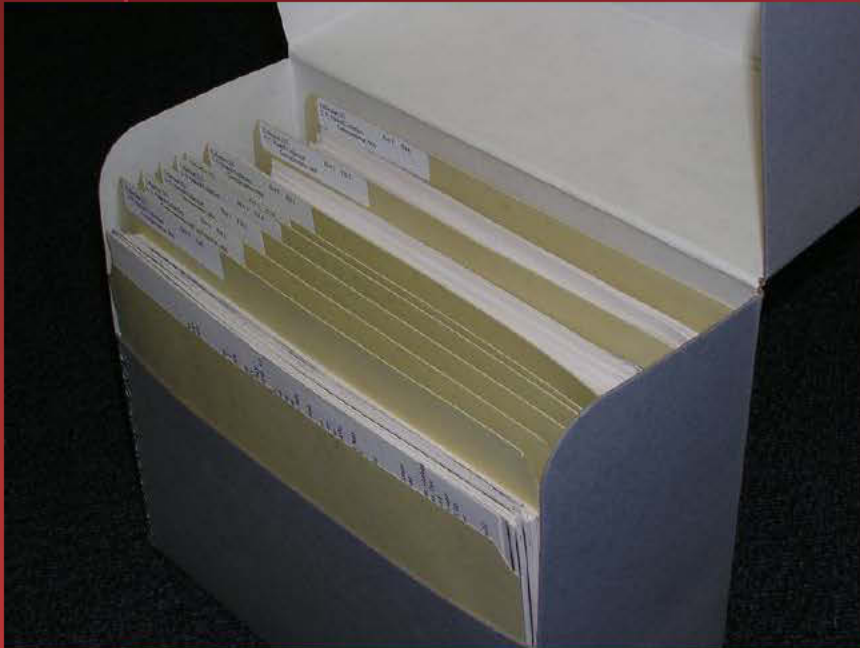
Preparation for Use

- Audio-Visuals



Preparation for Use

- Personal Papers and manuscripts



Preparation for Use

- Artifacts



- Digital

Access

The Chained Bible Analogy

- Precious
- Costly
- Hard to Get

Access

Adventist Historical Materials

- Precious
- Costly
- Hard to Get

Tension: Use verses Preservation

- Should Adventist materials be handled differently?



Use verses Preservation

- Free and unlimited access?

Center for Adventist Research - Patron Sign-in and Log Sheet

Name: Ken Dubler A.B. ID# 000000

Address and phone number if not directly associated with A.B. _____

Note to the patron: We hope you will find what you need for your research. We are ready to help you if several regulations regarding use of materials in the archives and special collection areas.

- ✓ All materials must be used in our Reading Room.
- ✓ All photocopies from Center materials are made here. Our copy machine is from a respect to library copy card. Cost is \$0.10 to \$0.15 per copy. Some items may not be copied due to age, physical condition, or copyright limits.
- ✓ Use care when handling materials. Much of our material is old and fragile and can not be replaced.
- ✓ Bags of any type, unnecessary books, and food are to be left in the locker provided before entering the Center.

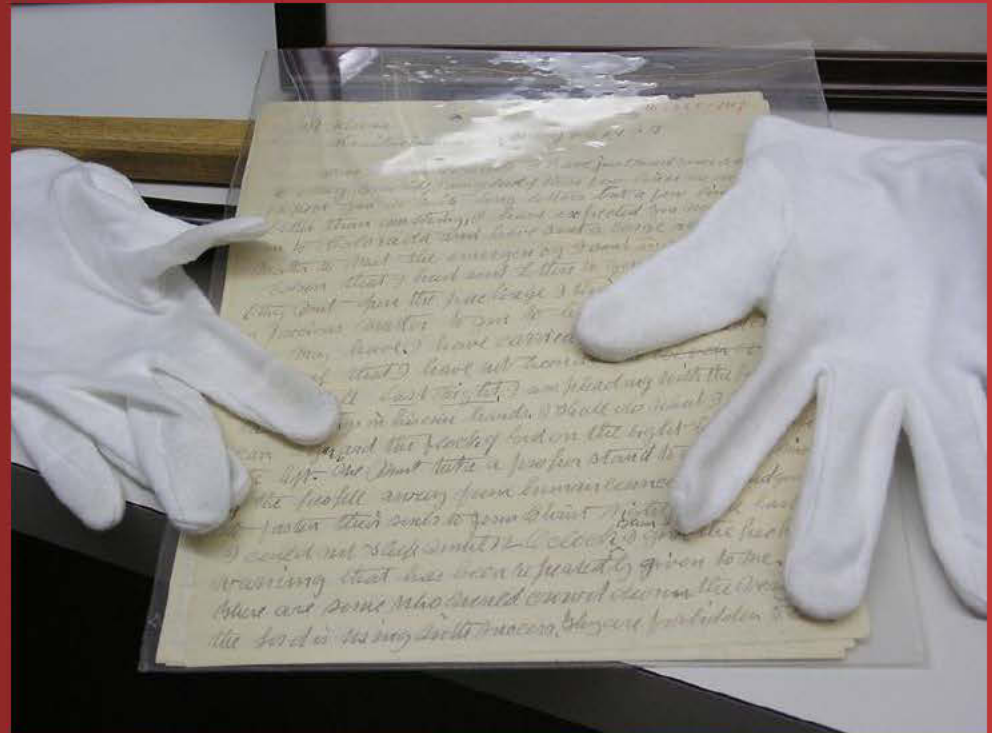
Patron's signature below indicates he/she read the above and agrees to abide by these and any other established regulations and procedures of the Center for Adventist Research as published in the "Patron Policies."

Patron's signature: Ken Dubler

Office Use Only

Today's Date: 5/10/07 Our number (this of material used) _____ Date In: _____ Date Out: _____

<input type="checkbox"/> Returned	<input type="checkbox"/> Over	<input type="checkbox"/> Returned	<input type="checkbox"/> Returned	<input type="checkbox"/> Over	<input type="checkbox"/> Returned
<input type="checkbox"/> Returned	<input type="checkbox"/> Over	<input type="checkbox"/> Returned	<input type="checkbox"/> Over	<input type="checkbox"/> Returned	<input type="checkbox"/> Over
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Use verses Preservation

- Should they circulate out of the study area or library?



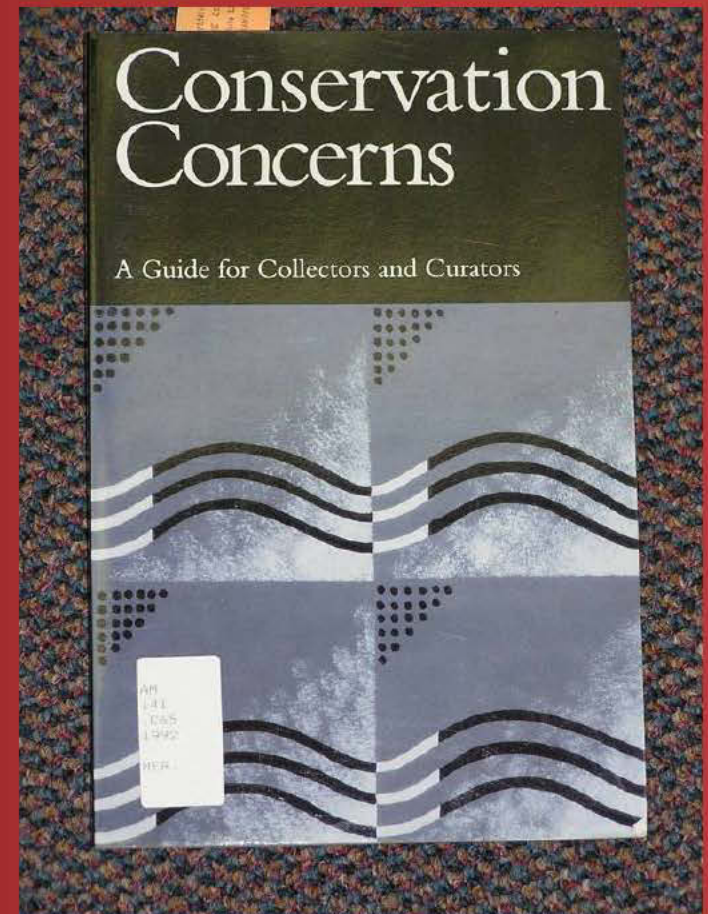
Access Control

- Who can authorize access?
- Limit where material may be used
- Limit what may be checked out
- Limit who can check it out
- Limit how long it may be checked out
- How to ensure return?
- What is penalty for non-return?

The rationale for limiting access is not to make it difficult to use Adventist materials, but rather to ensure they remain available and useable for others in the future. Think of it as elevating them to a higher pedestal—a pedestal for precious, costly, and hard to get items.

Preservation and Conservation

- Preservation
 - Planning and administrative



Preservation and Conservation

- Conservation
 - Actual task



Preservation and Conservation

- Conservation – Actual task



Degradation (Deterioration) of Library Materials

- Natural components
- Hygroscopic nature of paper
- Chemical additives
- Air borne pollutants

Degradation (Deterioration) of Library Materials

(continued)

- Light
- Temperature
- Humidity
- Pests
- Wear and tear
- Photocopy machine

Light

- Ultraviolet (UV)
 - All light sources give off UV radiation
 - Can shield part of the light



Light

- Sunlight

- Direct sunlight is the worst
- Store materials away from windows or cover windows



Temperature

- Higher temperature = shorter life for library materials
- Ideal temperature: 20° C. or less
- Constant (+/- 2° C.)
 - 24 hours a day
 - 7 day a week
 - 365 days a year



Humidity

- Higher humidity = shorter life for library materials
- Moisture (air or direct) acts as a catalyst for paper (and other materials) deterioration
- Ideal humidity: 40% to 50% (+/- 5%)
- Constant (+/- 5%)
 - 24 hours a day
 - 7 days a week
 - 365 days a year

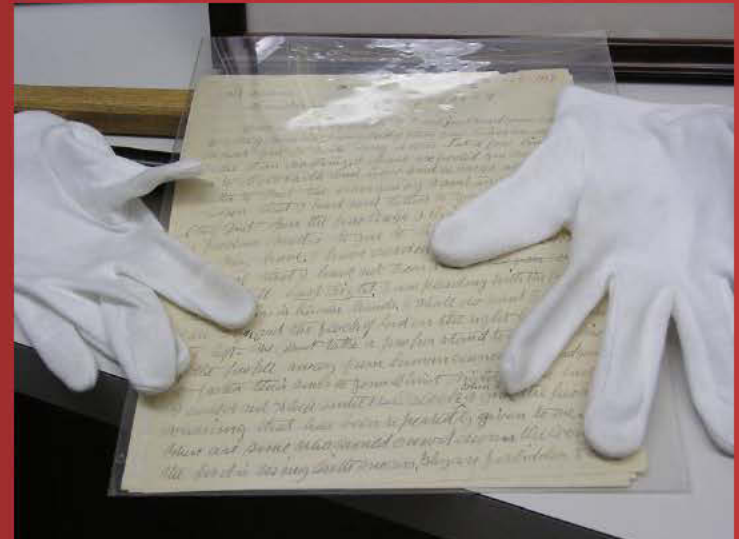


Pests (vermin)

- Mice, rats, book worms, cockroaches, many other animals and insects
- Eat the starch, glue, and other components of book
- Keep entire library or study center clean and free of food
- Exterminators

Wear and Tear

- More use = less life for all types of library materials
- Handling transfers dirt and oils from users skin.
 - Oil is corrosive especially to A/V
 - Dirt may damage paper



Wear and Tear

- Limit handling of old and weak originals
- Provide use copies
- Hand washing with soap before using
- Do not use hand lotions or moisturizers
- Use clean cotton gloves



Photocopy Machine

- Wonderful invention
- Produces heat, light, and ozone gas
- Mechanical process damaging



Photocopy Machine

- Limit amount of photocopies from any one source. If popular item, provide a use copy
- Enforce good (careful) handling techniques or trained staff make all photocopies

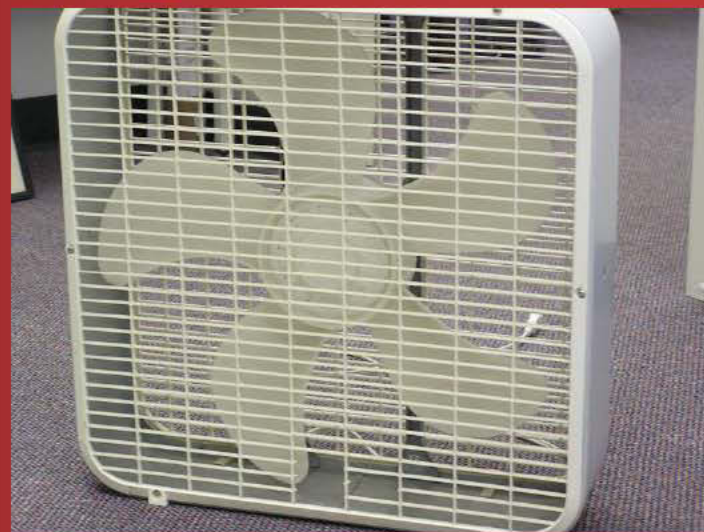
General Comments on Preservation

- Personal papers of individuals not used until fully processed.
- Never put original documents or photographs on exhibit for more than 30 days.
 - Use copy and consider security arrangements.
- Rule of Preservation: never do anything which cannot be reversed.
- Store photographs and other A/V as cool & dry & constant as possible (10° C. and 35% humidity).

General Comments on Preservation

(continued)

- Anything worth saving is worth spending a little money and effort
- Never laminate. Encapsulate
- Cheapest environmental fix – use fans to keep air moving day and night



General Comments on Preservation

(continued)

- Never use clear sticky tape for repairs. Use archival tape. Opaque tape
- Never use rubber cement
- Staples and paper clips not used [Good quality staples help]



General Comments on Preservation

(continued)

- All audio and video tape will deteriorate with time—about 20 years or less
 - Hastened by poor environment
 - Keep cool and dry
- Copying to CD????
- Film (slides, 16 mm, etc.) lasts a long time.
 - Keep cool and dry
 - Clean

Environmental Conditions Summary

- Light
- Temperature (20° C. 24/7/365)
- Humidity (40% to 50%) 24/7/365
- Air circulation -- Fans
- Cleanliness
- Careful handling
- Do nothing that cannot be reversed

Remember, you have a special stewardship responsibility to properly care for those materials under your control. Do all that is possible to protect and preserve what God has allowed to come into your care.

III. Digital Issues

Digital Issues

- Prior to around 2000, limited SDA material available electronically
- Digital formats not stable or permanent the way paper is
- Digital needs to migrate to next generation or risk obsolescence
- Physical medium (disk or tape) lasts longer than ability to read it
- Medium changes

Archiving verses Archives

- Archiving, the verb
 - Back up of computer files
 - Intended life is a few minutes to several years
- Archives, the noun
 - Place where materials are kept from several months to many years
 - Intended life is a few years to forever

Digital Summary

- Wonderful tool
- Obsolete in a short time
- Migrate or upgrade = time and money
- Need to use digital all we can
- Be aware of limitations
- Be prepared for migration
- If something is of permanent value, keep in paper format if at all possible

IV. Conclusion

Conclusion

- YOU, SDA librarians and managers of special Adventist heritage collections, are the ones we must rely on to collect Adventist materials now while they are available.
- We rely on YOU to manage what you have in ways which will preserve them for longer use and make them available to the widest range of researchers possible.

Conclusion (continued)

- YOU need to become more aggressive in seeking out Adventist sources from within your union or division territory
- NAD based organizations not able to be comprehensive
- YOU are where the “rubber meets the road.” “Where the action is”

Conclusion (continued)

- YOU are the ones who need to manage the collections you do have to ensure its continued availability
- This may require special regulations and limits on use
- Remember YOUR stewardship responsibility when people get upset
- YOU have stewardship of precious, costly, and hard to get materials

Conclusion (continued)

- YOU are the ones who can provide an environment friendly to the preservation of the physical medium.
- Light, temperature, humidity, pests, cleanliness, and wear and tear are largely within YOUR control.
- YOU have stewardship of precious, costly, and hard to get materials.

YOU are the ones who hold the future of our Adventist heritage materials in your hands.

Do all YOU can to preserve this material while it is available.

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