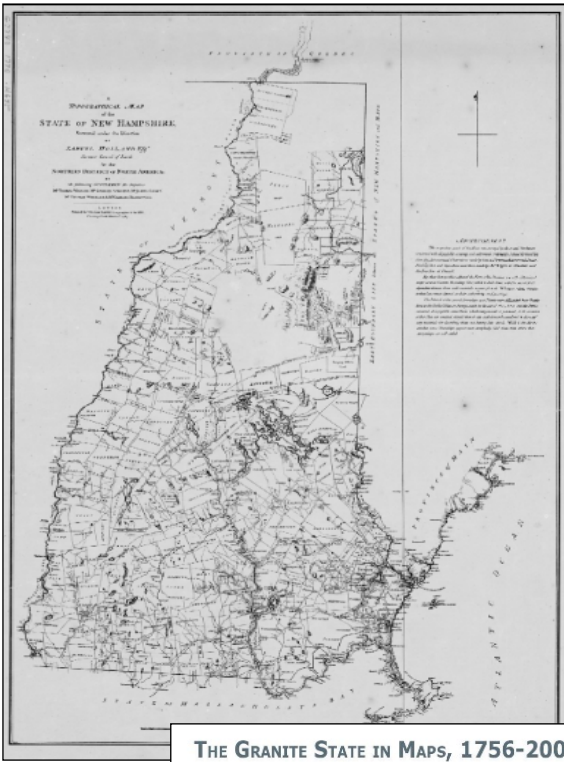


# Preservation Services Annual Report FY15



**Archive Explorer**
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Last generated on July 20, 2015 at 6:08:01 am EDT.

**Granite State Maps - ID: granite-state-maps**

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page-masters

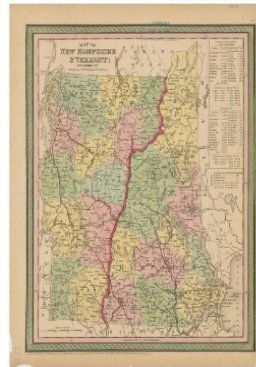
Show  entries Search:

File Name	Bag	Revision #	File Size	File Date	File Download
NH_1770_001.tif <a href="#">(FITS Info)</a>	bag-1	1	29.9 MB	2015-04-22 11:49:22	<a href="#">Download Latest</a>
NH_1770_002.tif <a href="#">(FITS Info)</a>	bag-1	1	101.4 MB	2015-04-22 11:54:51	<a href="#">Download Latest</a>
NH_1771_001_01.tif <a href="#">(FITS Info)</a>	bag-1	1	53.3 MB	2015-04-22 11:49:43	<a href="#">Download Latest</a>
NH_1771_001_02.tif <a href="#">(FITS Info)</a>	bag-1	1	48.5 MB	2015-04-22 11:37:40	<a href="#">Download Latest</a>
NH_1772_001.tif <a href="#">(FITS Info)</a>	bag-1	1	10.5 MB	2015-04-22 11:47:07	<a href="#">Download Latest</a>
NH_1773_001_01.tif <a href="#">(FITS Info)</a>	bag-1	1	33.8 MB	2015-04-22 11:47:07	<a href="#">Download Latest</a>

## THE GRANITE STATE IN MAPS, 1756-2003

The state of New Hampshire began its existence as a British colony and part of Massachusetts on the North American continent. It eventually became part of the original 13 states of the union. This digital map collection not only illustrates the changes in New Hampshire's borders but how the state saw itself. Each map is a snapshot in time for the state.

### BROWSE AND SEARCH GRANITE STATE MAPS



### OTHER NEW HAMPSHIRE MAP COLLECTIONS

**Dartmouth College Library**  
Prepared by Barb Sagraves  
*Head, Preservation Services*  
July 31, 2015

## EXECUTIVE SUMMARY

Preservation Services advances the Library's mission by ensuring that information resources are available for use by current and future students, faculty, and scholars. We prepare, conserve, bind, reformat, and digitize, as well as providing environmental monitoring and disaster recovery services. The department was created in 1994 and is in the Information Management division of Dartmouth College Library reporting to David Seaman, Associate Librarian for the College until August 2015.

Members of this department are engaged in the Library's strategic initiatives of building a digital repository, supporting emerging work in the digital humanities, and investigating the necessary workflows for library participation in shared print repositories. Additionally this department serves as a training site for conservation fellows and interns to help them in their early career development.

### *Notable activities in FY15 include:*

- Ingested and managed 6860 GB of digital content for preservation representing 72,209 unique resources from the Library's collection.
- Created over 14,276 images for the Dartmouth Dissertations Back File Project, Dartmouth Photographic Files project, the Granite State in Maps, and the Winter Carnival Posters.
- Hosted Tessa Gadowski, with funding from the Samuel H. Kress Foundation Conservation Fellowship Award, for a yearlong appointment.
- Hosted Michael Grant, summer intern from the New York University Moving Image Archive and Preservation Program.
- Performed 4216 conservation treatments and obtained 32 replacement pages for 9 damaged volumes.
- Co-hosted with the New England Chapter of the Guild of Bookworkers, "Pre-coated Tissue and Its Uses in Repair with Sarah Reidell".
- Provided ongoing digital production support for the Occom Circle project.
- Performed pre-scanning conservation and preservation treatments for items from the Granite State in Maps. Provided conservation and digitization assessment for NH Towns and Cities Map Project, and the Stone Mss. donation.
- Performed shelf-processing treatment on over 26,921 new items for the library's circulating collection.
- Prepped 1829 serials and monographs for commercial binding.
- Treated 51 wet or moldy volumes and restored 47 to the stacks.
- Performed condition assessment on 48 films.
- Participated in the Digital Preservation Network (DPN) ingest pilot project.
- Joined the National Digital Stewardship Alliance.
- Celebrated ALA Preservation Week with Jenny Mullins offering, "The ABCs of Digital Preservation".

## **FY15 IN REVIEW**

The cover of this report highlights the varied work Preservation Services does in support of the digital library program. The map image in the left corner represents one of the 129 maps in the *Granite State in Maps Project* reviewed and conserved by the Assistant Conservator in anticipation of digitization by Evans Map Room staff. The middle image is the project's home page and represents the digital images processed by Digital Production staff prior to loading into CONTENTdm for access and delivery. The image on the right is a screen shot from the Library's master repository listing each digital image of the map that was verified and deposited into the master storage area by the Digital Preservation Librarian for long-term preservation. Taken together the three images are emblematic of work that happens every day in the department by highly trained staff dedicated to collaboration and excellence.

The following is a summary of highlights and challenges:

### **Conservation**

The conservation unit attended to the on going needs of the non-circulating materials, prepared objects for digitization and exhibition, conserved the circulating collection, and monitored storage environments.

In September 2014, Tessa Gadomski, the Samuel H. Kress Conservation Fellow, began her yearlong appointment to address the needs of the Rauner Special Collections Iconography Collection. Ms. Gadomski surveyed over 1,300 items and developed a strategy for housing and treatment of the collection, processed and sorted acetate and nitrate negatives, and through rehousing reduced the footprint of oversized items by 30%. It has been a positive experience for the Library to host a Kress Conservation Fellow and provide focused and sustained conservation work to a single large collection.

In December 2014 the second bay of the Dartmouth Library Depository was opened and shortly thereafter mold was discovered on a doorframe and surrounding drywall. Preservation staff coordinated a response with Bruce Dunn, Library Administration, and David Sturges, Access Services, to make certain the affected areas were cleaned and monitored for future outbreaks. A recommendation for additional insulation and door replacement should solve the problem.

In regards to conservation lab productivity, the conservation staff spent more time *per item* than last year due to the nature of the treatments performed for non-circulating items. This year saw more complex treatments needed for Rauner Special Collections, especially the Iconography Collection.

Assistant Conservator Stephanie Wolff is retiring at the end of July 2015 and a search will be conducted for her replacement. Ms. Wolff has been a valued member of the department for many years and her contributions will be missed.

*See Appendix 1 for the Conservation Unit Annual Summary.*

### **Commercial Binding & End Processing**

Commercial Binding and End Processing are two areas most affected by strategic decisions to transition away from print to digital, and to discard print serials. As the Library allocates resources to other needs, the commercial binding budget is diminishing. Binding is done for

those materials that it is unlikely will soon transition to digital or we have long-term commitments to retain the material. In the 2013 reorganization of the department we were able to create a position with 0.20FTE commercial binding responsibilities and as a result have been able to work through backlogged binding. Commercial binding increased by 62% with staff time dedicated to this activity.

New Book Truck processing of incoming print material continues on a slow decline, diminishing this year by 6.25%. No substantive adjustments have been made in staff assignments although staff have been assisting with digital production as needed.

*See Appendix 2 for Commercial Binding Statistics.*

### **Digital Production Unit**

As this unit grows in maturity, processes become regularized and documented. Newly proposed digital projects now go through a digital production assessment that results in a written statement of how a collection will be digitized, the estimated timeframe, and the project deliverables. This routine allows us to project how long a project will take, the necessary equipment, and dependencies that must be fulfilled to successfully complete a project.

Brian Markee, Conservation Technician, participated in a pilot project to acquaint him with digitization workflows and to measure the possible impact on End Processing productivity. He completed a project to create master files of all the Winter Carnival Posters and now assists on a limited basis with the Dartmouth Dissertations.

Work continues to process pre-1997 Dartmouth Dissertations, including making over 200 publicly available. Dissertations from 1997-2002 for which there are no digital versions now have their own processing workflow and work has begun to photograph them.

*See Appendix 3 for the Digital Production Unit Annual Report.*

### **Digital Preservation**

Jenny Mullins, the Library's first Digital Preservation Librarian, began in May 2014. Shortly after her appointment she assumed responsibility for preparing master files for deposit into the Library's master server space via the Bagging protocol and within three months had filled the space to capacity. Collaborating with staff from Digital Library Technologies Group she estimated needs for additional storage, and resumed bagging. Furthermore she was able to articulate workflow needs and with DLTG's Paul Merchant collaborated on a script that largely automates the bagging process, saving staff time, and reducing errors. In FY15 72,209 unique files were prepped, verified, and deposited for over 6860GB of digital objects.

Beyond the daily work of preparing files for long-term storage Ms. Mullins spent her early months getting to know the Library and her colleagues, working to understand digital preservation needs. She reached out to staff in DLTG, College Archives, Digital Production, Cataloging & Metadata Services, and has been active in planning for the Dartmouth Academic Commons, preservation metadata requirements, linked data, and off site long-term storage.

Leading the e-Preservation Resources subgroup of PACC she analyzed the digital preservation services offered by CLOCKSS, LOCKSS, and Portico and presented a recommendation determine a performance baseline of LOCKSS and re-orient the current ingest criteria.

Preservation Services and DLTG staff participated in the Digital Preservation Network (DPN) pilot project to ingest, replicate, and return original digital content. The project was successful and resulted in DPN designing a dashboard for members to monitor their content.

*See Appendix 4 for digital preservation statistics.*

### **Film Assessment**

Preservation Services was the host site for Michael Grant, a Moving Image Archives Preservation student from New York University. For ten weeks in the summer Michael inventoried and assessed over eight hundred films stored in Building 37 adding information to a database maintained by the College Archivist. This information, along with a summary report describing significant work he discovered, will be used in setting priorities for film preservation and applying for grants.

Also in this fiscal year the Preservation Assistant completed physical assessment of 47 16mm films. The information was given to the College Archivist who will use it to make selection and accession decisions.

The Class of 1946/Dartmouth Films project is near completion and already we have received new film copies, master digital copies, and DVD access copies. Some quality control issues with a few derivative files have held up completion but we are fully confident it will soon be wrapped up.

*See Appendix 5 for film assessment statistics.*

### **Preservation Week**

ALA Preservation Week, April 27-May 1, 2015, was observed with a presentation to Library staff about digital preservation. Entitled, “The ABCs of Digital Preservation,” Jenny Mullins talked about how to create files to last, choosing files formats, file naming best practices, and the basics of preservation metadata. Over 35 staff members attended and Jenny has followed it up with a blog post to continue to bring attention to the topic.

### **LOOKING FORWARD: Challenges and Concerns**

As the Library redefines its role and priorities in response to the changing landscape of the new digital world this department continues to reshape itself to meet those needs. Some of the chief areas Preservation Services staff will tackle in FY16 are:

- Identifying preservation metadata necessary for long-term storage of digital objects and the logical points in the workflow for its capture.
- Assisting library liaisons to educate faculty and students in methods for curating their data.
- Developing a strategy for long-term preservation beyond campus ITS that takes advantage of existing memberships such as DPN or HathiTrust and/or negotiating new services.
- Collaborate with library departments to identify and record physical condition information for volumes selected for long-term retention as part of a regional or national shared print depository.

- Assess the audio and video preservation needs of the library and collaborate with units to prioritize digitization.
- Continue to serve the conservation and shelf processing needs of a shrinking print collection.
- Understand the needs of the emerging digital scholarship center and how the Digital Production Unit and Digital Preservation Librarian can support it.

There are challenges great and small in that list and I am confident with the high quality staff of Preservation Services and the continued support of Library Administration that we will be able to face them and continue to support the mission of the Library to ensure that information resources are available for use by current and future students, faculty and scholars.



### **STAFF FOR FY15**

Tracey Dugdale, *Preservation Assistant*

Bill Ghezzi, *Digital Production and Metadata Librarian (0.5FTE)*

Deborah Howe, *Collections Conservator*

Ryland Ianelli, *Digital Production Technician*

Brian Markee, *Conservation Specialist B*

Jenny Mullins, *Digital Preservation Librarian*

Barb Sagraves, *Head, Preservation Services*

Stephanie Wolff, *Assistant Conservator*

### **Fellows & Interns**

Tessa Gadowski, *Kress Conservation Fellow*

Michael Grant, *Moving Image Archiving and Preservation Intern, June – August 2014*

### **APPENDICES**

1. Conservation Unit Annual Summary for FY15 & Statistics
2. Commercial Binding Statistics
3. Digital Production Unit Report & Statistics
4. Digital Preservation Statistics
5. Film Assessment Statistics
6. Conferences, Continuing Development & Training, Presentations FY15
7. Committee Representation for FY15

**Appendix 1**  
**Conservation Unit Annual Summary for FY15**  
**Deborah Howe**



**Workshop with Sarah Reidell, co-sponsored with the New England Guild of Bookworkers.**

**Incoming Circulating Collections: Work and Treatment:**

During the year we kept pace with the incoming general circulating material keeping backlog to a minimum. Work was performed by both students and full time staff. Incoming books needing full spine repairs were 22 % higher than last year even though it seems that incoming material has been on a general decline over the past few years. (**Spine repair: 1049-FY2015; 858-FY2014**). The focus on treating items needing minimal repair as soon as they are assessed has been successful with a quick turnaround time using a production line approach. (**Quick repairs: 883-FY2015; 669-FY2014**)

New material needing treatment has remained steady.

**Point System:**

*Rauner continues to be our primary source of non-circulating material.*

Rauner:

Successful continuation of batching material for treatment using the online database for items being queued by our Special Collection liaison.

Some of the highlight treatments for the year were:

- Significant work on board reattachments and basic cloth rebacks.
- Continued fabrication of clamshell boxes for newly cataloged items.
- Islamic manuscript: removed old repairs; mended; re-sewed and rebound.

Music:

Processing new and incoming material only.

Art Special:

No requests from Art this year

Kresge:

No activity this year.

Maps:

Atlas Collection

This collection consists of primarily oversized books. The use level is moderate but steady. Observing that this collection was in need of repair we initiated the conversation to review the books for possible treatment. The bindings were dirty, often loose with detached boards and weak spines. Using the rotation model of 10 items a week 130 items were treated.

**Digital Initiatives:**

Rauner: Stone Mss.

Rauner was given around 99 manuscripts on parchment and paper with the agreement that we would digitize them in exchange to keep them. Many of the parchment had been folded for many years. At the end of FY15 we were able to relax and prepare all manuscripts in order to capture high quality images. Some of the items required paper mending and flattening.

Maps

Digital production continued the digitizing of the New Hampshire maps. Last year's success of processing of 15 maps per week worked well so we continued that again for FY15. For this portion of the Map Project we treated 129 items. A total of 70 hours was spent on repair and assessment. Treatment consisted of minor paper mending and surface cleaning and encapsulation.

Beginning steps to survey the collection of Roller maps. Brief assessment of condition and how that relates to digitizing in house.

\*see attached for all statistic detail

**Staffing:**

Assistant Conservator:

The Assistant Conservator position has proved vital to the development and engagement of conservation needs of material as they pertain to digital projects. This year saw the first significant digital project, the Sino Viet, since the Occom letters. The AC involvement was critical before, during and after digitizing, keeping conservation needs of the object at the forefront while at the same time, keeping the project on track. This position continues to develop the integration of collection needs with digitizing priorities.

Conservation Technician:

The Conservation Technician position in conservation continues to split time in conservation, new book processing, and digital production. He absorbs the majority of our thesis binding, and processes new labels for spine, and quick repairs as well as rush items. This year hours logged were 192 averaging 16 hours a month or approximately 4 hours a week. This is a slight



decrease over last year by 1 hour per week, even with this decrease in hours per week, material was processed in a timely fashion.

Kress Fellow:

Last year we were awarded a Kress Conservation Fellowship. This Fellowship is supported by a grant from the Foundation of the American Institute for Conservation, funded by the Samuel H. Kress Foundation. Tessa Gadomski filled the position of the Fellow. Tessa recently graduated with a Master of Science in Art Conservation from the Winterthur/University of Delaware Program in Art Conservation, University of Delaware with a major in Library and Archives Materials

The project addressed conservation needs of Rauner Library's Iconography collection. This collection within Special Collections has over 1,300 cataloged items that include printed images, glass slides, original art on paper and other media, photographs, albums and digital files.

Major accomplishments were:

- The processing and sorting of acetate and nitrate negatives. Resulting in developing a plan for proper storage, duplication and or disposal of this potential dangerous material.
- Surveyed over 1,300 items and developed best strategy for addressing the housing and treatment needs of the collection.
- Reduced the footprint of the oversized items by over 30%, and treated 15 photo albums.

**Demos/Visits:**

One highlight of the year was a formal training workshop with Sarah Reidell, conservator from the New York Public Library. Co-hosted with the New England Guild of Bookworkers, Sarah taught a two-day workshop on pre-coated tissue and its uses in paper repair. There were 7 participants from the New England area plus 3 conservation staff. This arrangement has proven to be beneficial on many levels by providing training and networking to in house staff at a reduced cost to traveling and offers other professionals in the region an opportunity to visit Dartmouth.

The visitor count this year is difficult to say as the guest book has gotten a bit out of sequence so it's hard to find the exact number. Notable visitors were the team of conservators from the Metropolitan Museum of Art who were on campus giving a talk at the Neukom Institute on the reassembling of the statue Adam.

**Exhibits:**

We were involved in the preparation for material for the:

- The Secret Revealed - The Book Arts Workshop at 25 Years.
- The Design Work of Alvin Eisenman '43.

Primarily the material that we prepare for exhibits is from Rauner.

**Disaster\Wet Books:**

This year 51 wet and moldy items were sent to Conservation for treatment. All of these were from Baker\ general collections, 47 were returned to the stacks, 4 were discarded.

**Collections Action and Response Team:**

A quiet year. No major disasters.

**EMP: Environmental Monitoring Program:**

With our team in place (Jim Fadden, Bruce Dunn, Phyllis Gilbert, Gary Alafat and myself), we continue to monitor downloaded information about the conditions of our stacks and areas. This year because of careful diligence a humidity malfunction was discovered in the Rauner library that was quickly remedied. We also monitored a slight mold outbreak in DLD. And now Records Management has been added to our monitor area.

## Conservation Summary

<b>Volumes Repaired</b>	FY15	FY14	FY13	FY12	FY11
<b>Level 1 (under 15 min)</b>					
Tip\Pocket*	300	393	354	387	337
Clean	NA	126	0	0	325
Trim	NA	54	112	0	129
Quick Fix	883	669	446	501	380
Dust Jackets	NA	0	0	163	18
Other	139	60	56	0	0
<b>Level 2 (15 min-2 hrs.)</b>					
Tip		0	0	0	10
Clean		20	0	0	20
Paper Repair	151	46	106	114	149
Center Sew	622	643	1137	2181	2377
Side Sew	13	28	70	23	55
Reinforced Cover		32	0	0	51
Catalog Bind	10	6	67	0	62
Double Fan	481	538	363	282	347
Moriki Hinge Repair	51	2	24	40	34
Spine Repair	1049	858	854	1132	652
Board Tacket	0	0	1	3	0
New Case		2	1	4	4
Other	76	16	20	171	
<b>Level 3 (2 hrs. +)</b>					
Paper Repair	6	10	22	6	4
Moriki Hinge Repair	13	2	3	14	7
Spine Repair	91	26	82	20	6
Board Tacket	2	0	0	4	4
New Case	0	0	1	1	8
Other	11	22	1	19	7
<b>Enclosures</b>					
Wrapper\Pocket Binders	179	337	99	146	318
Corrugated Box	18	5	11	6	21
Drop Spine Box	12	8	33	8	24
<b>Unbound Material (#pieces)</b>		341	22	0	1
Repair	89				
Encapsulate	21	45	3	0	0
Deacidified	1	0	0	0	0
	<b>FY15</b>	<b>FY14</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>

<b>Total Volumes Treated</b>	4216	4289	3970	5837	5350
<b>Total Time</b>	2193	1560	1596	2373	1802
<b>Volumes per Hour</b>	1.9	2.7	2.5	2.5	3.0
<b>Treatments</b>					
Tip\Pocket* (#pgs.)		0	0	0	24
Clean (#pgs.)	95	0	0	1	340
Paper Repair (#pgs.)	4	0	24	132	609
Deacidified (#pgs.)	154	0	0	0	0
Labels	402	488	385	207	240
<b>Total Treatments</b>	655	488	489	340	1213

*\*NOTE: In FY11 the conservation lab revised statistics gathering to allow for more precise representation of the work being performed and the amount of time it took to complete. The FY11 statistical categories do not easily map to the previous years; where they do not map it has been left blank.*

### **Points Summary**

<b>Point Summary by Year</b>					
	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Art Special</b>					
# Volumes	10	6	4	82	0
Hours	2	6	2	44.5	0
<b>Dana</b>					
#Volumes			0	0	0
Hours			0	0	0
<b>Kresge</b>					
# Volumes			0	0	0
Hours			0	0	0
<b>Maps</b>					
# Volumes	259	382	90	68	0
Hours	252	115	18.5	30	0
<b>Music</b>					
# Volumes			0	1314	1675
Hours			0	340.5	336
<b>Rauner</b>					
# Volumes	167	57	151	758	375
Hours	475	144	297	709	211

<b>Total</b>					
#Volumes	436	445	245	2222	2050
Hours	729	267	317	1124	547

Fiscal Year 2015						<b>WET AND DAMAGED BOOKS</b>							
	DAMAGE					TREATMENT				RESULTS			
	#	Wet	Mold	For. Subst.	Phys. Dam.	Air	Freezer	Press	Repair	Ret.	To Stack	Discard	Replace
<b>New Acquisitio</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Baker/Berry</b>	51	44	7	3	10	44	10	15	5	47	4	0	0
<b>Dana</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Feldberg</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Kresge</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Mat.-Fuller</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Paddock</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rauner</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Storage</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	51	44	7	3	10	44	10	15	5	47	4	0	0
<b>Pct.</b>		86%	14%	6%	20%	86%	20%	29%	10%	92%	8%	0%	0%

**Appendix 2**  
**Commercial Binding**

<b>COMMERCIAL BINDING</b>	<b>FY15</b>	<b>FY14</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>
Monographs: <i>restricted to Music</i>	15	29	72	171	0	180
Theses: <i>bound in-house as of FY11</i>	0	0	0	0	0	232
Serials	1557	956	922	540	620	3264
Rebinds	257	149	176	69	62	141
Phase boxes: <i>in-house as of FY10</i>		0	0	0	0	0
Pocket books		0	0	0	0	4
<b>TOTAL</b>	<b>1829</b>	<b>1134</b>	<b>780</b>	<b>682</b>	<b>3821</b>	<b>2693</b>

## **Appendix 3**

### **Digital Production Unit**

Annual Report, 7/1/2015 (B. Ghezzi)

#### **Summary**

The Digital Production Unit (DPU) continues to produce and deliver high quality images of materials from Dartmouth College Library collections in support of research, teaching and scholarship. The materials we work with are primarily still images including photographs, manuscripts, maps, books, dissertations, newspapers and posters. The Production Unit reports to Preservation Services and collaborates with departments and committees across the library including Preservations Services, Cataloging & Metadata Services, Digital Library Technology Group, and a number of committees associated with the Digital Projects and Infrastructure Group (DPIG). The DPU is an integral part of the Dartmouth Digital Library Program.

The Digital Production Unit is staffed by a half time Digital Production Manager and a full time Digital Production Technician. Over the past year we received additional support from student employees, a part time Digital Program Assistant (as needed) and the Edward Connery Lathem '51 Digital Library Intern.

Our equipment includes the Digital Transitions' DT RG3040 Reprographic System, two Epson flatbed scanners, a Kodak photo scanner, an Indus overhead book scanner and a large format scanner.

#### **Projects**

**Dartmouth College Photographic Files:** Over the past year we have added approximately 13,500 new photographs to this collection. We expect scanning to conclude spring, 2017.

#### **Dartmouth Dissertations:**

- Pre-1997 Dartmouth Dissertations: Work was completed to identify dissertations with color images. Over 200 pre-1997 dissertations were uploaded to CONTENTdm in the past year. Work continues to make these enhanced dissertations available online.
- 1997 to 2002 Dartmouth Dissertations: A workflow was designed and work has begun to photograph approximately 250 Dartmouth Dissertations for which we have no digital version.

**Occom Circle Project:** The DPU provided support for the Occom Circle Project by troubleshooting and correcting problems with images as they were encountered. Primarily re-cropping, repositioning, and occasionally re-scanning images.

**Winter Carnival Posters:** This project, to photograph and store master images for the Dartmouth Winter Carnival Posters, was completed in 2015.

**Library Departmental Support:** The DPU supports special requests for scanning and photography from Rauner Special Collections Library and the Education and Outreach program as needs arise.

## Digital Production Statistics

<b>Project</b>	<b>Student Hours</b>	<b>Staff Hours</b>	<b>Total Hours</b>	<b>Total Images Scanned</b>	<b>Approximate Image Processing Per Hour</b>
Dartmouth Dissertations		169.5	169.5	2054	12.11
Dartmouth Photo Files	695.5	100	795.5	12,131	15.25
NH Maps		3	3	5	2
Occom Circle		21.5	21.5	n/a	n/a
Winter Carnival Posters		25	25	86	3.44
Miscellaneous Special requests from Rauner Special Collections, and Education & Outreach		60	60		
<b>TOTAL</b>	<b>695.5</b>	<b>379</b>	<b>1074.5</b>	<b>14,276</b>	<b>8.2</b>

<b>Cumulative Comparison</b>	<b>FY15</b>	<b>FY14</b>	<b>FY13</b>
Student hours	695.5	575.75	349
Staff hours	379	614.4	480
Total hours	1074.5	1190.15	829
Total images scanned	14,276	11984	8462
Approximate image processing per hour	8.2	8.19	8.20



**Appendix 4**  
**Digital Preservation Statistics**

Collection	Number of Files	Date Deposited	Size in GB	File types
Photofiles	45779	7/14 - 3/15	2502	.tif
Perry	518	7/14	97.27	.tif
Granite State Maps	1655	5/15	155.38	.tif
E Gene Smith Green Books	23840	5/15	7.9	.pdf, .jpg
Hanover Dartmouth Maps	285	6/15	19	.tif
Winter Carnival Posters	94	5/15	28.2	.tif
Meadows	4	2/15	0.0212	.pdf
Dartmouth College Films	34	2/15 - 6/15	4050.2	.mov
<b>TOTAL</b>	<b>72,209</b>		<b>6859.9712</b>	

**Cumulative Totals By FY**

	FY15	FY14	FY13
Number of Collections	8	12	5
Number of Files	72,209	21,129	5181
Size in GB	6859.97	649.30	230.60
File Types	.jpg, .mov, .pdf, .tif	.pdf, .tif, .txt, .xml, .xsl	tif

**Appendix 5**  
**Film Assessment Statistics**

Project Name	# of Films	Total Footage	A-D Readings			Color	B&W	Sound	Silent	Shrinkage			Total Staff Time (hrs.)
			1	2	3					0-0.7	0.75-1.75	1.76+	
Carpenter Hall films	48	22,710	1	0	0	21	7	11	37	48	0	0	12-15
<b>Totals:</b>	<b>48</b>	<b>22,710</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>7</b>	<b>11</b>	<b>37</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>12-15</b>

## **Appendix 6**

### **Conferences, Continuing Development & Training, Presentations FY15**

#### Conferences:

- ALA Annual, July 2014
- *Digital Preservation 2014*, National Digital Information Infrastructure and Preservation Program and the National Digital Stewardship Alliance, Washington, D.C., July 2014.
- New York City Archivist's Unconference, New York, NY, September 6, 2014
- ALA Midwinter Conference, January 2015

#### Continuing Development & Training:

- CURATEcamp, Washington, D.C., July 2014
- *Digital Directions: Fundamentals of Creating and Managing Digital Collections*, NEDCC, Portland, OR, July 2014.
- Ellen Deranceau, *Open Access and Changing Roles*, July 22, 2015.
- *e-Books: The Challenges of Preservation*, webinar, Amy Kirchhoff, Portico, September 10, 2014
- Pre-conference to *Digital Crucible: Arts & Humanities & Computation*, October 6, 2014
- *Digital Crucible: Arts & Humanities & Computation*, Leslie Center for the Humanities, and the Neukom Institute, Dartmouth College, October 7, 2014
- *edX: Reinventing Education*, Anant Agarwal, DCAL, October 9, 2014
- Early Advantage: Introducing New Fedora 4.0 Repositories, DuraSpace Hot Topics Series, webinar, October 15, 2014
- Hydra Camp, Dartmouth College, October 21-24, 2014
- Digital POWRR Workshop, Northampton, MA, October 28, 2014
- New England Regional National Digital Stewardship Alliance, Amherst, MA, October 30, 2014
- *New Media Consortium Library Horizons Virtual Conference*, November 12, 2014
- *Capture One Software*, webinar, February 2015
- *Preserving our scholarship: A conversation at the intersection of digital preservation and digital humanities*, Northeastern University, March 12<sup>th</sup>
- *Makerspaces with Don Fitzpatrick*, Current Awareness Reading Group, April 1, 2015
- *Perpetual Access*, ALCTS webinar, April 8, 2015
- *The ABCs of Digital Preservation*, Preservation Week, Dartmouth College Library, April 30, 2015
- *Digital Preservation Metadata & Improvements to PREMIS in Version 3.0*, ASIS&T webinar, May 27, 2015

#### Presentations:

- ALA/ALCTS/PARS/Book and Paper Interest Group, *Dartmouth Canes*, July 2014, presentation by Barb Segraves
- 5 Days of Preservation: July 14-18, 2014, Submitted images to a Tumblr account to highlight preservation activities: <http://5daysofpreservation.tumblr.com>
- *From Partners to Patrons: Working Together to Serve Our Users*, Borrow Direct Conference, October 28-29, 2014, presentation by Deborah Howe

- CURATE: The Game, Current Awareness Reading Group, December 11, 2014, presentation by Jenny Mullins
- *The ABCs of Digital Preservation*, Preservation Week, Dartmouth College Library, April 30, 2015, presentation by Jenny Mullins
- *The Brut Chronicle: Revived and Reconstructed*, AIC, May 14, 2015, presentation by Deborah Howe

## **Appendix 7**

### **Committee Representation for FY15**

Preservation Services Staff served on these Library committees, taskforces, and working groups.

- Access Services Round Table
- Collection Management and Planning Group
- Collection Services Coordinators
- Collections Action and Response Team
- Current Awareness Reading Group
- Dartmouth Academic Commons Content Group
- Dartmouth College Library Staff Association
- Digital Program Intern Search Committee
- Digital Projects and Infrastructure Group Hub
- DPIG: Digital Production Group
- DPIG: Metadata Group
- DPIG: Preservation Group
- DPN Pilot Project
- eResources Preservation Subgroup of PACC
- Faculty Web Projects Think Tank
- FADGI Guidelines Review
- Granite State Maps Project Team
- Library Management Group
- Linked Data Group
- Preservation, Acquisitions and Cataloging Committee
- PACC Sub-Group: New Serials Barcode & Item Record Workflow Review
- PACC Sub-Group: Shared Print Archives Metadata
- Student Supervisor Group
- TeCoR
- Web Roundtable