

Advancing Preservation

for Archives and
Manuscripts

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SOCIETY OF
**American
Archivists**

CHICAGO

SAA Preview

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SAA Preview

FOREWORD

The Evolution of a Book Series



The Society of American Archivists (SAA) first conceived the notion of developing and publishing “manuals relating to major and basic archival functions” in the early 1970s. Charles Frederick Williams (popularly known as C. F. W.) Coker (1932–1983), a former US Marine Corps captain and North Carolina state archivist who recently had been appointed to head the Printed Documents Division of the National Archives and Records Services, edited the initial Basic Manual Series. The first five basic manuals, which appeared in 1977, illustrated the ways in which archivists defined and classified their core concepts at that historical moment:

- *Archives & Manuscripts: Appraisal & Accessioning* by Maynard J. Brichford
- *Archives & Manuscripts: Arrangement & Description* by David B. Gracy II
- *Archives & Manuscripts: Reference & Access* by Sue E. Holbert
- *Archives & Manuscripts: Security* by Timothy Walch
- *Archives & Manuscripts: Surveys* by John Fleckner

The entire series accounted for only 163 pages of text, which included numerous illustrations, graphics, sample forms, charts, and bibliographic insertions. Each 8.5" by 11" softbound pamphlet contained three holes, punched down the left side, for easy insertion into a loose-leaf binder that might be handily referenced at an archivist's desk. Individual volumes sold for \$4, though SAA members received a \$1 discount.

Archivists operated within a far different cultural, legal, and professional framework during the early and middle years of the 1970s. In 1973, the same year that SAA began work on the Basic Manual Series, IBM introduced the Correcting Selectric II typewriter as its major technological breakthrough, thereby eliminating the need for such popular tools as rubber erasers, correction fluid, and cover-up tape. This revolutionary product seemed destined to alter the nature

of document creation forever. During this period, a few archivists had begun grappling with the challenges of something known as “machine-readable records,” but a bibliographer who surveyed this puzzling development could still confidently conclude in a 1975 *American Archivist* article that “only a few archival establishments” appeared to be “developing programs for accessioning” such materials. Other momentous—and occasionally unsettling—changes appeared on the horizon. A new copyright law, which was enacted by Congress in 1976 and became effective on New Year’s Day 1978, contained significant implications for how archivists would manage collections and serve researchers. Richard Nixon’s resignation in 1974 prompted the promulgation of new legislation in 1978 that declared for the first time that presidential and vice presidential records are public documents. Professionally, the archival landscape seemed to be shifting as well. The Association of Canadian Archivists launched an exciting new journal, *Archivaria*, in winter 1975/1976, a development destined to deepen the discipline’s intellectual discourse. Regional archival associations formed, became fruitful, and multiplied in the United States. In addition, a new era in archival education began as library schools and history departments inaugurated archives-based graduate programs in the late 1970s, ultimately resulting in a highly credentialed and formally trained corps of professional practitioners.

Such transformations, and many others too numerous to mention here, convinced the Society of American Archivists that only an active publications program that regularly refreshed the existing literature could provide its membership with easy access to rapidly changing trends and best practices. SAA accordingly published the Basic Manual Series II—a second set of five volumes—in the early 1980s:

- *Archives & Manuscripts: Exhibits* by Gail Farr Casterline
- *Archives & Manuscripts: Automated Access* by H. Thomas Hickerson
- *Archives & Manuscripts: Maps and Architectural Drawings* by Ralph E. Ehrenberg
- *Archives & Manuscripts: Public Programs* by Ann E. Pederson and Gail Farr Casterline
- *Archives & Manuscripts: Reprography* by Carolyn Hoover Sung

Over the years, SAA published scores of other titles, each illustrating the rich diversity of archival work: administration of photo collections, conservation, machine-readable records, law, management, a basic glossary, collections of readings on archival theory and practice, and books specific to archives in a variety of institutional settings (i.e., colleges and universities, businesses and corporations, religious and scientific institutions, museums, government agencies, historical societies, etc.). Even with the proliferation of publications, the bedrock of archival practice rested on the core knowledge represented in the basic manuals, which were reconceptualized and rechristened between 1990 and 1993 as the Archival Fundamentals Series:

- *Understanding Archives and Manuscripts* by James O’Toole
- *Arranging and Describing Archives and Manuscripts* by Fredric M. Miller
- *Managing Archival and Manuscript Repositories* by Thomas Wilsted and William Nolte
- *Selecting and Appraising Archives and Manuscripts* by F. Gerald Ham
- *Preserving Archives and Manuscripts* by Mary Lynn Ritzenthaler
- *Providing Reference Services for Archives and Manuscripts* by Mary Jo Pugh
- *The Glossary of Archivists, Manuscript Curators, and Records Managers* by Lynn Lady Bellardo and Lewis Bellardo

A second iteration of the seven books in this revamped series appeared roughly fifteen years later as the Archival Fundamentals Series II:

- *Understanding Archives and Manuscripts* by James O'Toole and Richard J. Cox
- *Arranging and Describing Archives and Manuscripts* by Kathleen D. Roe
- *Managing Archival and Manuscript Repositories* by Michael Kurtz
- *Selecting and Appraising Archives and Manuscripts* by Frank Boles
- *Preserving Archives and Manuscripts* by Mary Lynn Ritzenthaler
- *Providing Reference Services for Archives and Manuscripts* by Mary Jo Pugh
- *A Glossary of Archival and Records Terminology* by Richard Pearce-Moses

Mary Jo Pugh and Richard J. Cox edited these multivolume compilations, which almost instantaneously became required texts in archival education courses and necessary additions to archivists' bookshelves. The Archival Fundamentals Series I and II differed in scope and scale from the initial Basic Manual Series. For example, John Fleckner's comprehensive treatment of surveys did not appear in need of revision and dropped out of the series. Security became incorporated into a broader manual on preservation. SAA commissioned an introductory overview of the field, added a new book that focused on managerial issues, and developed a glossary with the goal of defining and historicizing key archival concepts. Beginning in the 1970s, both Archival Fundamentals Series I and II incorporated and delineated the evolving descriptive standards that defined professional practice, dissected the contentious debates surrounding appraisal and deaccessioning that enlivened archival discourse in the 1980s, and reflected the growing emphases on an expanding user base and more complex reference services that revolutionized reading rooms and repositories in the late twentieth century.

This third edition—Archival Fundamentals Series III—contains important continuities and significant departures from its predecessors:

- A new book, *Advocacy and Awareness for Archivists* by Kathleen D. Roe, reflects an increased understanding that these functions undergird all aspects of archival work.
- The management volume, *Leading and Managing Archives and Manuscripts Programs* edited by Peter Gottlieb and David W. Carmicheal, has been reconfigured to focus especially on leadership and to provide readers with opportunities to explore their individual managerial styles.
- *Advancing Preservation for Archives and Manuscripts* by Elizabeth Joffrion and Michèle V. Cloonan addresses digital challenges and focuses on such current issues as risk management, ethical considerations, and sustainability.
- *Arranging and Describing Archives and Manuscripts* by Dennis Meissner, *Reference and Access for Archives and Manuscripts* by Cheryl Oestreicher, and *Selecting and Appraising Archives and Manuscripts* by Michelle Light and Margery Sly may appear familiar topics to readers of the previous two series, but each book illustrates the innovations in thought and practice that have transformed these archival functions over the past fifteen years.
- A general overview volume that I am preparing, *Introducing Archives and Manuscripts*, provides a broad introduction to the historical, philosophical, and theoretical foundations of the profession.

One contribution that constituted a cornerstone of the previous series has been reformatted to maximize its currency and usability. Although not part of the Archival Fundamentals Series III, the *Dictionary of Archives Terminology* (dictionary.archivists.org) will replace *A Glossary of Archival and Records Terminology* and will be maintained and updated as a digital resource by SAA's Dictionary Working Group.

We hope that undergraduate and graduate students, new professionals, seasoned archival veterans, and others in the information science and public history fields will find the seven volumes in the Archival Fundamentals Series III helpful, provocative, and essential to both their intellectual life and their daily work. As Richard J. Cox observed in his preface to an earlier edition of the series, the time has long passed “when individuals entering the archival profession could read a few texts, peruse some journals, attend a workshop and institute or two, and walk away with a sense that they grasped the field’s knowledge and discipline.” This series provides an entry point and a synthetic distillation of a much broader literature that spans an impressive array of academic disciplines. We encourage you, of course, to do a deeper dive into each of the individual topics covered here. But we also remain confident that this series, like its predecessors, provides an honest and accurate snapshot of archival best practices at the beginning of the third decade of the twenty-first century.

The authors, of course, deserve full credit for their individual contributions. The Archival Fundamentals Series III itself, though, constitutes a collaborative enterprise that benefited from the work of SAA Publications Board members, editors, and interns throughout the past decade. These individuals helped to define the series parameters, reviewed proposals and manuscripts, and shepherded various projects to conclusion. Special shout-outs (in alphabetical order) are owed to: Bethany Anderson, Jessica Ballard, Roland Baumann, Cara Bertram, Mary Caldera, Amy Cooper Cary, Jessica Chapel, Paul Conway, J. Gordon Daines, Todd Daniels-Howell, Sarah Demb, Jody DeRidder, Keara Duggan, Margaret Fraser, Thomas J. Frusciano, Krista Gray, Gregory Hunter, Geoffrey Huth, Petrina Jackson, Joan Krizack, Christopher Lee, Donna McCrea, Jennifer Davis McDaid, Kathryn Michaelis, Nicole Milano, Lisa Mix, Tawny Nelb, Kevin Proffitt, Christopher Prom, Mary Jo Pugh, Aaron Purcell, Colleen Rademaker, Caryn Radick, Dennis Riley, Michael Shallcross, Mark Shelstad, Jennifer Thomas, Ciaran Trace, Anna Trammell, Joseph Turrini, Tywana Whorley, and Deborah Wythe. Nancy Beaumont has been an inspirational executive director for SAA, as well as a brilliant editor in her own right. Abigail Christian, SAA’s editorial and production coordinator, has skillfully shepherded design and layout. Teresa Brinati, keenly insightful and good-humored as always, remains the epitome of competent leadership and has transformed the SAA publications program into a model for professional associations. It has been a privilege and great fun to work with everyone on this project.

PETER J. WOSH
Editor, Archival Fundamentals Series III
Society of American Archivists

Section I

Preservation Frameworks

SAA Preview

SAA Preview

The Topography of Preservation Today



All things will eat themselves up.

—Zuni saying¹

Introduction

The aim of this book is to complement—and augment—Mary Lynn Ritzenthaler’s classic, *Preserving Archives & Manuscripts*, the second edition of which was published in 2010.² Ritzenthaler’s book focuses on implementing preservation programs in archives, establishing a collections-friendly environment, storing and handling archival materials properly, copying and reformatting archives and records, and evaluating approaches to conservation and repair.

Advancing Preservation of Archives and Manuscripts covers topics not addressed by Ritzenthaler, including digital records, improved (and more rapid) access to records, the relationship between appraisal and preservation, risk management, sustainable preservation, the role of social networking and community archiving on preservation, and a consideration of who has the right to preserve and who decides *what* will be preserved. This book does not supersede Ritzenthaler’s; most of the text of her book continues to be valuable to preservation managers. Rather, as the world around us has changed, we have attempted to provide a new context for preservation and to look at the opportunities and challenges that the digital world presents.

Our goals are to offer an overview of the current trends and challenges in archival preservation and to introduce our readers to the critical studies, standards, and guidelines that shape current preservation thinking. These principles and practices, central to the advancement of preservation,

are a comprehensive review of preservation initiatives, protocols, or strategies; the aim here is to give students and professionals a holistic view of archival preservation, including an emphasis on the stewardship of digital resources as part of a comprehensive preservation management plan. This holistic approach distinguishes this book from previous works on archival preservation. The field of preservation has become increasingly bifurcated into foci on analog materials and digital resources, and distinctly lacking is literature that comprehensively addresses best practice and theory associated with the preservation and management of materials across these two realms. We hope that subsequent editions of the Society of American Archivists' Archival Fundamentals Series will continue to unite digital and analog preservation into an integrated set of practices that will inform future generations. This book is a beginning. We trust that our efforts focusing on theory and practice will spur additional research and writing that address the range of challenges associated with the preservation of cultural heritage, regardless of format.

Among the many subjects that we address are the history of archival preservation; trends and challenges in preservation management; the digital preservation landscape; new uses and users of records; the impact of More Product, Less Process (MPLP) on preservation practices; the similarities and differences in preservation practices among libraries, archives, and museums; risk management, community archiving; sustainability and the impact of climate change; cultural sensitivity; rapidly changing technology; and the future of archival preservation. We explore these topics in the context of a constantly changing social, educational, and political landscape.

This book is not intended to be a technical manual for archival preservation. Many excellent sources for that will be cited in the chapters that follow. Rather, we present here a context for preservation, and we look at standards and best practices. This book provides a framework for thinking about how preservation is practiced today and how it may be carried out in the future. Technology has transformed preservation. Increasingly, the challenge of digital preservation has created an artificial divide between professionals devoted to the "traditional" preservation of analog materials and those in digital preservation. At a basic level, the fundamental principles guiding archival preservation remain vital and relevant. However, to remain useful, archivists and other preservation professionals must envision a unified approach to our work and the principles that guide us. Digital preservation is in its infancy compared to the preservation of traditional types of objects, but the challenges associated with digital preservation have led to the development of new guidelines and standards, bringing preservation into a new era. The field will continue to develop new strategies to steward our collections and preserve our cultural heritage.

Our premise is that preservation, regardless of the format addressed, must be understood in a broad professional, social, and political context that shapes preservation programs. The infrastructures in which preservation programs exist are changing, but one thing remains constant—because archivists are stewards of cultural heritage, their role is to ensure that today's records will be accessible in the future. This book aims to advance archivists' knowledge and understanding of what it means to preserve our heritage.

The Topography

Preservation management emerged in this country as a distinct discipline in the 1960s and early 1970s. The field grew broadly in the late 1970s and throughout the 1980s, aided in part by federal funding and foundation grants from such institutions as the National Endowment for the Humanities, the Andrew W. Mellon Foundation, and, later, the Institute of Museum and Library Services. Preservation management was also spurred on by the establishment of such regional conservation centers as the Northeast Document Conservation Center (NEDCC) in 1973 and the Conservation Center for Art and Historic Artifacts (CCAHA) in 1977; by the opening of the graduate programs in preservation administration and conservation at Columbia University in 1981 and the subsequent creation of preservation courses in dozens of library, archives, and information science programs; the preservation activities of the Society of American Archivists, the American Library Association, and the American Institute for the Conservation of Historic and Artistic Works; and the considerable conservation and preservation outreach programs of the National Archives and Records Administration (NARA) and the Library of Congress (LC). Local and statewide preservation organizations were also founded. All in all, the environment for preservation was rich, and many archives and libraries established preservation programs and hired preservation managers.³

Many of the preservation infrastructures that were formed through the early 1990s are still in place, though others have shifted or disappeared. Some have attempted to address the dramatic changes wrought by technology. For example, the Council on Library Resources (CLR), now the Council on Library and Information Resources (CLIR) from its founding in 1956 was concerned with the preservation of collections and over the decades sponsored much research on this topic. In 1986, CLR created a program, the Commission on Preservation and Access, to advocate for preservation, particularly for the microfilming of brittle materials.

Computers have been transforming educational institutions for over fifty years. Automation made it possible to create online catalogs and extensive interlibrary loan programs, which led to the widespread (even global) sharing of information. An increasing number of digital information objects were created. By the 1990s, the collections in libraries and archives were increasingly born digital, thereby creating new preservation challenges. At the same time, it was possible to digitize analog collections. Digitization initiatives grew quickly with the rise of the internet and social media.

The internet has transformed the ways in which we learn, do research, and socialize. This has revolutionized education. Online education has led to new ways of collaborative learning and new expectations about long-term access and associated preservation of digital resources.

Access to massive amounts of data has altered research designs and strategies. Of course, the very ways we learn and play have changed as well. These changes dramatically affect libraries, archives, and museums, as the demand for online access to our collections— analog and digital— has grown. Yet, today, only a small percentage of our collections have been digitized.

However, the solution is not just to digitize more and more of our collections. Many new presentation platforms, including social media, live feeds, and streaming video have made information immediately accessible. Additional new technologies are being used, such as Geocaching and other mobile apps that lead the public to heritage collections and sites. And, in some institutions, exhibits may include immersive experiences with virtual reality. Each advance in technology leads

to new preservation and security challenges. The maintenance and storage of these new formats is expensive and consumes considerable energy.

We have yet to achieve digital equity in the United States and in the world. Many people still lack access to the internet. Threats to net neutrality are ongoing. Personal privacy is disappearing. Cyber-crimes are proliferating. Trustworthiness is an issue, of which fake news is but one component.⁴ Intellectual property issues continue to abound, and copyright reform is not likely for the foreseeable future. Ownership of much information is proprietary and inaccessible except through a pay wall. All of these challenges have an impact on our ability to preserve and access the information that we want and need.

New and Old Skills

With the tremendous changes facing the archival profession, new skills are required to meet the preservation challenges of the future. As we have established, the creation of digital records and digital publishing has significantly increased over the past two decades. Some genres, such as bound periodicals, have almost completely disappeared from libraries, archives, and museums. Common public areas for teaching and learning have replaced reference areas, periodical reading rooms, and other study spaces. Concurrently, many collections are being moved to off-site storage. In libraries, these newly opened spaces are used for research rooms, tutoring centers, coffee and food purveyors, and other patron-oriented services. Some museums are shutting their libraries down or moving them off-site and using the space for new exhibition galleries, staff offices, restaurants, or expanded museum stores.

Simultaneously, demand has increased for digital content that can be accessed by people who may never set foot in an archives, library, or museum—but who want to access resources from wherever they are. Hence, scholars who work remotely—and who desire full access to information from their homes or mobile devices—may be surprised to discover that they still need to go into a library or archives for some of their research needs.

To meet these needs, cultural heritage institutions are increasingly hiring professionals from the legal and IT fields, resulting in an interdisciplinary approach to information management in today's cultural heritage institutions. Moreover, some libraries and archives have established separate departments for digital initiatives. In these institutions, digital curators and preservation administrators may report to different units and will need to collaborate to ensure that preservation activities are efficiently and sustainably managed across the organization. In addition, a whole world of legal issues has emerged that will require access to attorneys as part of the larger preservation picture.

The next generation of information professionals will increasingly focus on the experience of users, and archivists have traditionally trained their professionals to preserve and protect collections while making them accessible. Today's graduates must be adept at creating new user experiences for analog and digital collections while ensuring their longevity. They must also be able to implement new technologies as they emerge. Computer scientists build systems, but librarians and archivists link people to information. People remain at the center of the work of the cultural heritage professional. Students entering these professions must understand how to fulfill their preservation

responsibilities while simultaneously making cultural heritage collections accessible and user friendly. And, they must be prepared to become digital stewards of our growing virtual collections.

These opportunities and challenges impact preservation in important ways. Quite simply: how information is created and used will influence how archivists preserve it. At the same time, everything cannot be preserved, so archivists must decide what they can and should preserve. Do the changes in information creation influence preservation practices? What are the costs of sustaining our collections? As yet, no definitive answers exist.

As archives shift, so too must preservation. Archivists must facilitate the preservation of their institutional collections and lend their services to the communities that want these services. Examples include hosting community-based institutional repositories, providing advice on preservation strategies, and strategizing the repatriation of some of what resides in archives. Future archivists require training that will enable them to deal with new realities.

In this book, we touch on these topics, considering some in more than one chapter. Here is an overview.

Section 1

Chapters 1–4 focus on the context, theory, and historical development of archival preservation. As we have suggested in the present chapter, *preservation deals with the relationship between records and the environments in which they are created and maintained*. At its core, preservation manages heritage through local customs, professional practices and standards, education, the enactment of legislation, and international conventions and charters.

Records exist in many forms, including emerging formats that demand new approaches to preservation. Will the future involve one or two sets of professional practices?

In chapter 2, “History of Archival Preservation,” we provide an overview of significant events in the development of preservation and conservation theory and consider the expanding societal responsibility of archives for the provision of responsible and sustainable preservation strategies. We explore the purpose of preservation and the rationales that have been used for preserving cultural heritage. We review the evolution of archival theory related to appraisal and the relationship between models such as More Product Less Process (MPLP) and preservation activities. And, we compare the life-cycle versus continuum models for preservation. We discuss the concept of cultural memory, authenticity, documentation, legal requirements, cultural differences in recordkeeping, and community value and use.

“Principles of Archival Preservation” are the focus of chapter 3. Here, we offer an overview of best practices, principles, and values for archival preservation, and we introduce core preservation concepts. We consider basic definitions and core archival principles such as the sanctity of evidence, original order, and hierarchical description. We acknowledge that preservation strategies may address an entire collection or selected documents or formats, or a recombination of the whole-to-part relationship, particularly in the digital realm.

In this chapter, we also consider in detail the challenges presented in a digital environment and describe the differences between digital curation, digital stewardship, and digital preservation. From there, we discuss archival ethics and preservation. We conclude the chapter with a consideration of archival preservation principles in the digital context.

Chapter 4, “The Context for Archival Preservation,” compares and contrasts preservation management in a variety of cultural heritage institutions, with a focus on archives, libraries, and museums. We show that archival preservation must be practiced in institutional settings with a variety of missions. Professional training in the various cultural heritage subdisciplines (library and information science, archival science, museum studies, and conservation) may impact our approaches to preservation. We consider key studies central to an understanding of preservation practice, and we review significant preservation standards. We identify professional organizations that provide preservation leadership and advocacy.

Section 2

Chapters 5–8 focus on planning and implementing a holistic preservation management program that accounts for digital and analog content in a unified and balanced manner. Our discussion covers policy development, assessment, the prioritization of institutional preservation goals, and advocacy for needed resources. It looks at the steps required to establish a program, such as staff management, strategies to address the causes of deterioration and loss in collections, standards and best practices for maintaining stable storage environments and systems, and the use of digital and analog formats. Approaches to conservation are also considered. It concludes with a chapter on risk management.

In chapter 5, we cover the necessary aspects of developing a program such as mission, vision, and strategy, policy development, preservation assessments, budgeting for preservation, grant programs that support preservation, and program evaluation.

Once initial planning for a preservation program has been completed, implementation is the next stage. Chapter 6, “Administering a Preservation Program,” discusses the implementation and ongoing evaluation of a program, as well as its sustainability. Staffing, outreach, risks to collections, environmental monitoring, facilities, and conservation are considered in an administrative context.

The focus of chapter 7 is “Preserving Analog and Digital Media.” Here, we look at causes of deterioration, as well as frameworks and tools that can be used to organize the care of collections. The chapter also provides an overview of the formats most likely to be found in archives. The chapter suggests ways in which archivists can systematically approach the preservation of collections—regardless of their formats.

In chapter 8, “Risk Management: A Programmatic Approach,” we consider several approaches to managing risk. The first is at the institutional level. Every institution must be able to protect its assets as well as ensure the continuity of services to its users. We show how risk management principles can be used to improve disaster planning and recovery. We then give examples of how risk management is used to assess building environments, security systems, IT systems, and digital assets. We show that risk management is a critical aspect of preservation.

Section 3

In chapters 9–10, we address the ethics and moral implications of contemporary preservation practices by focusing on two emerging areas: sustainability and ethical problems in preservation.

“Sustainable Preservation Practices” are considered in chapter 9. In an era of shrinking budgets and with the threat of climate change, cultural heritage institutions must become increasingly

efficient stewards of the environment. We explore passive approaches to preservation and sustainable climate management, research on sustainable preservation practices, the impact of digital technology on the environment, and developing and administering green facilities. We conclude that sustainability is as much a behavioral hurdle as a technological one. Sustainability is a balancing act, much as is preservation itself.

Chapter 10, “The Right to Preserve: Who Decides?,” considers ethical problems in archival preservation and access when archivists collaborate with underrepresented communities. What questions must archivists consider when they seek to collect and preserve documentation foundational to community identity? We reconsider ideas of cultural ownership and memory, and the role of digital archives, community archiving, and shared stewardship.

We conclude the book with chapter 11, “Final Remarks.” In it, we offer final observations about emerging trends in preservation.

Terminology

We draw our definitions from several sources: *A Glossary of Archival and Records Terminology* (referred to in this book as the *SAA Glossary*), edited by Richard Pearce-Moses; his article on “Archival Preservation,” in the *Encyclopedia of Archival Science*;⁵ Ross Harvey and Martha R. Mahard, *The Preservation Management Handbook*;⁶ and previous work by the authors of this volume.⁷ We have used the terminology of the profession as consistently as possible, given that definitions are continually evolving and sources do not always use the terms consistently. We have endeavored to point out any inconsistencies.

The Future of Professional Practice

Enormous changes in technology will affect the future of archival preservation. Pressure on us to make our collections freely available and in a variety of formats will increase. Does the preservation and management of digital content constitute a paradigm shift for the archival profession? At the very least, digital stewardship will continue to impact preservation practices.

In her foreword to *Keepers of Our Digital Future: An Assessment of the National Digital Stewardship Residencies, 2013–16*, Abby Smith Rumsey observes,

Today, librarians and archivists whose practices once embraced the wisdom of fixing knowledge permanently onto enduring formats in canonical forms—the photograph, the printed page—to ensure long-term access must be flexible, self-documenting, and transparent in their practices. While permanent solutions are elusive, incremental growth and ready response to the changes in the communities they serve are vital.⁸

Flexibility and transparency are, Rumsey suggests, two of the traits archivists must engage to advance preservation. These traits will continue to inform archival preservation theory and practice in the future.



NOTES

- ¹ Zuni saying, quoted in Chip Colwell, *Plundered Skulls and Stolen Spirits: Inside the Fight to Reclaim Native America's Culture* (Chicago: University of Chicago Press, 2017), 52.
- ² Mary Lynn Ritzenthaler, *Preserving Archives & Manuscripts*, 2nd ed. (Chicago: Society of American Archivists, 2010).
- ³ Michèle Valerie Cloonan and Patricia Norcott tracked the increase in preservation administration positions in libraries. See “The Evolution of Preservation Librarianship as Reflected in Job Descriptions from 1975 through 1987,” *College & Research Libraries* 50, no. 6 (1989): 646–56, https://doi.org/10.5860/crl_50_06_646.
- ⁴ See “Most Americans—Especially Millennials—Say Libraries Can Help Them Find Reliable, Trustworthy Information,” <http://www.pewresearch.org/fact-tank/2017/08/30/most-americans-especially-millennials-say-libraries-can-help-them-find-reliable-trustworthy-information>, captured at <https://perma.cc/N6D7-4J6L>.
- ⁵ Richard Pearce-Moses, *A Glossary of Archival and Records Terminology* (Chicago: Society of American Archivists, 2005), <https://www2.archivists.org/glossary>, and Richard Pearce-Moses, “Archival Preservation,” in *Encyclopedia of Archival Science*, ed. Luciana Duranti and Patricia C. Franks (Lanham, MD: Rowman & Littlefield, 2015), 75–78.
- ⁶ Ross Harvey and Martha R. Mahard, *The Preservation Management Handbook: A 21st-Century Guide for Libraries, Archives, and Museums* (Lanham, MD: Rowman & Littlefield, 2014).
- ⁷ Michèle Valerie Cloonan, “Conservation and Preservation of Library and Archival Materials,” in *Encyclopedia of Library and Information Sciences (ELIS)*, ed. Marcia J. Bates and Mary Niles Maack, 3rd ed. (CRC Press, Taylor & Francis Group, 2009); Michèle Valerie Cloonan, *Preserving Our Heritage: Perspectives from Antiquity to the Digital Age* (Chicago: ALA; London: Facet, 2015); Elizabeth Joffrion and Natalia Fernández, “Collaboration between Tribal and Nontribal Organizations: Suggested Best Practices for Sharing Expertise, Cultural Resources, and Knowledge,” *American Archivist* 78, no. 1 (2015): 192–237, <https://doi.org/10.17723/0360-9081.78.1.192>.
- ⁸ Meridith Beck Mink, *Keepers of Our Digital Future: An Assessment of the National Digital Stewardship Residencies, 2013–16* (Washington, DC: Council on Library and Information Resources, December 2016), vii.