

ELSALYN PALMISANO PRESERVATION PAPERS

RECORD GROUP: Special Collections

RECORD SERIES #: 6300

SERIES: Elsalyn Palmisano Preservation Papers

DATES: 1944-2019 (bulk, 1975-2000)

VOLUME: 18 cubic feet

CONTAINER LIST

Box	Folder	Title	Date
		I. Subject Files	
		A. General Subject File	
1	1	Elsalyn Palmisano: Biographical Information (inc. vita)	1982-1999
1	1A	: Retirement	2002
1	1B	: Recipient of the Roger McDonough Award	2003
1	1C	: Susan G. Swartzburg Preservation Award	2003
1	1D	:Biographical Information	2003-2006
1	1E	:CAPES: MARAC Grant	2006
1	2	Archives: General	1984-1989
1	2.1	Archivists	1989-1999
1	3	Audiovisual Programs on Preservation, including Region V Library Cooperative Preservation Film Festivals, 1990-1991 (see also 1-18)	1983-1993
1	4	Book Repair: Manuals (includes Robert Milevski's)	1977-1988
1	5	Bookbinding and Repair	1974-1990
1	6	Bookbinding: Standard for Library Binding (LBII)	1986
1	7	Books: Brittle and Conservation, including <i>Brittle Books: Reports of the Committee on Preservation and Access</i> (1986)	1979-1988
1	8	College and University Archives	1986-1989
1	9	Conservators: Guidelines on selecting, etc.	1984
1	10	Conservator: Cunha, George M.	1985
1	11	Deacidification	1984-1990
1	12	Humidity: Environmental Controls	1980-1989
1	13	Environmental Controls Resource Packet	1985
1	14	Exhibit: National Archives Preservation Exhibit	
1	15	Finding Aids: Development	1981
1	16	Genealogical Research	1979
1	17	General	1985-1991
1	18	<i>Going, Going, Gone</i> (film and pamphlet on preservation)	
1	19	Grants: Sources	1985
1	20	: NJ State Library Preservation Grants	1988-1990
1	21	Gravestones and Cemeteries: History, Rubbings and Transcriptions	1970-1977
1	22	Hospital Archives: Creation and Maintenance	1991

(Coldsmith & Evitts)

1	23	Insects	1989
1	24	Insurance for Libraries	1984
1	25	Library Preservation: Source of Advice and Assistance	1992
1	26	“Local History Collections in Public Libraries” by Elsalyn Palmisano (3 pages)	1977
1	27	Microfilm	1982-1991
1	28	Motion Pictures Preservation	1989
1	29	Mylar Encapsulation: Samples	
1	30	NARA: Bibliographies: Archives Library Info Center	1990-1992
1	31	New York Archives Week: Packet	1990
1	32	Newspaper Preservation, Inc.: NJ Newspaper Project	1981-1987
1	33	Oral History: Guide Books (Bibliography)	1980
1	34	Paper: Conservation, History, Manufacture	1982-1991
1	35	Paper Preservation: "Archival copies of Theses and Dissertations" (Jane Boyd, Don Etherington)	1986
1	36	Photographs: Conservation	1986-1992
1	37	Preservation: Articles and Book Chapter	1983-1989
1	38	: Bibliographies	1986-1987
1	39	: Librarianship Job Descriptions	1975-1987
1	40	: Literature	1981-1990
1	41	: Literature: Subject Headings (MaryAnn Gray, M.L.S. Interlaken Project)	1990
1	42	: Photography	
1	43	: Serials Management	1989, ca.
1	44	: Small Libraries	1985-1989
1	45	Scrapbooks and Albums: Preservation	1991
1A	46	Security	1987-1990
1A	47	South Carolina: Preservation of Paper-Based Records	1989
1A	48	Standards	1979-1992
1A	49	Surveys: Pre-Survey Questionnaire (Frangakis)	1989
1A	50	Vandalism: Adventures of the Incredible Librarian	1990
1A	51	Videotape Preservation	1993

B. Disasters

2	1	Disasters: Brandeis University: Water Disaster	1986
2	2	:Everett Community College: Fire	1987
2	3	:Hahnemann University Libraries: Water Disaster	1988
2	4	:Jersey Shore Medical Center (JSMC): Library Fire	1988
2	5	:Los Angeles Public Library	1987-1989
2	6	:Rutgers University: Shelving Collapse	1983
2	6A	:Stanford Library: Flood Restoration Project	1978
2	6B	The Library Has Blown Up	1988
2	7	Disaster Planning	1979-1990
2	8	Disasters: Publications, Bibliographies	1983-1988
2	9	Disaster Preparedness Packet (NY State)	1988

2	10	Disaster Planning: Disaster Information (Metro)	1988
2	11	Fire Suppression	1988-1989
2	12	Library Disaster Recovery Planning	1982, 1989
2	13	Disaster Planning Guidelines – Oklahoma	1986
2	14	Disaster Recovery – Water Damaged Materials	1979
2	15	Disaster Planning – Biblioprep Manual	1986
2	16	Water Damaged Collections: WAAC Newsletter	1988
2	17	Disaster Plans: American Hospital Association	1987, 1993
2	18	: Bloomington Public Library	1991
2	19	: Loma Linda University	1987
2	20	: NJ State Archives, NJ Local Records Manual	1986
2	21	: NJ State Library	1987
2	22	: North Dakota Libraries	1987
2	23	: William Patterson College	1988

II. Education: Conferences, Seminars and Workshops

A. General

2	24	Preservation Education Directories	1983
2	25	Archives and Records Management, (Ruth Simmons, Rutgers University)	1988
2	25A	Before They Fade: Photo Conservation for the 21 st Century (Gary D. Saretzky, Monmouth County Library, October 10, 2002)	2002
2	25B	Bugs and Mold: Integrated Pest Management for Collections (Thomas A. Parker, East Brunswick Public Library, sponsored by New Jersey State Library and NEDCC, May 22, 2002)	2002
2	26	Care of Collections (NJLA Preservation Section, Ocean County Library)	1984
2	27	Care of Collections (NJLA Preservation Section, Bloomfield College Library & Stockton State College Library)	1985
2	28	Commercial Library Binding (NJLA Preservation Section, NJLA Spring Conference, Cherry Hill)	1987
2	29	Conference in Preserving Historic New Jersey (New Jersey Historic Sites Council, Princeton)	1985
2	30	Conservation of Public Records and Library Materials: A Seminar (George Cunha, New Jersey State Museum, May 10, 1980)	1980
2	31	Costs of Preservation in General Collections (Sponsored by New Jersey State Library, Newark & Mt. Laurel)	1987
2	31A	Cultural Institutions and Emergency Management: Partners in Emergency Response and Recovery (NJ Collections Care Network Statewide Conference)	2014

2	32	Disaster Preparedness and Care of Bound Materials (George Cunha & Sherelyn Ogden, Rutgers Graduate School of Library & Information Studies, November 21, 1980)	1980
2	33	Government Archives: Preserving America's Past: Ellis Island Press Kit	1990
2	33A	From Daguerreotype to Digital: Managing Your Photograph Collections (Erika Gorder, MARAC, Morristown, NJ, Fall 2006)	2006
2	33A.1	Focus on Conservation: Two Seminars on Conservation Issues for Small Museums & Historical Agencies	1980
2	33B	Fundraising for Preservation (Presented by CCAHA 2009, Apr. sponsored by the New Jersey State Library)	
2	33C	Identification and Care of Nineteenth Century Photographs (Elizabeth Shepard, Archives Week, Monmouth County Library, October 12, 2005)	2005
2	33C.1	The Library Association Conference Proceedings: Preserving the Word	1986
2	34	The Lone Arranger: Problems in Archives Kits, Society of American Archivists, includes audiocassette & policies of The Friars of The Atonement	1983
2	34A	Managing Archival Collections (Joseph R. Klett & Ellen R. Callahan; State Historical Records Advisory Board Archival Workshop)	2006
2	34B	A Matter of When, Not If: Preventing and Preparing for Library Disasters (Donia Conn, NEDCC)	2008
2	35	New Jersey History and Preservation: Perfect Together (NJLA Fall Conference, Caesar Iacovone, Barry Rosen, Sally Roggia)	1986
2	36	New Jersey Invitational Preservation Conference: Planning Committee	1989
2	37	Paper Conservation Workshop (Janet Koch, sponsored by The Daily Register & the Shrewsbury Historical Society, November 17, 1981)	1981
2	37A	Pass it On: Saving Heritage and Memories, Preserving Family Treasures (NJ State Library)	2010
2	37B	Plug into the Future: The Electronic Library Meets the 21 st Century (Sponsored by NJLA & New Jersey State Library, Monmouth County Library, March 30, 1990)	1990
2	37C	Ports in a Storm: Libraries as Community Partners in Emergency Response (Sponsored by NJ State Library, et al., Eatontown, NJ, April 8, 2013)	2013

2	37D	Preservation in New Jersey Libraries (Monmouth County Archives)	2004
2	38	Preservation Management of Photographic Collections (Gary D. Saretzky, sponsored by Region V Library Cooperative Preservation Committee, Monmouth County Library, June 9, 1989)	1989
2	38A	Prepare for the Worst: Disaster Planning: A Workshop for Historic Sites, Organizations, and Individuals. Gary D. Saretzky, Monmouth County Library, April 23, 2001. (Workbook, list of participants, printout of PowerPoint slides, et al.)	2001
2	38B	Preservation of Lantern Slides (Elizabeth Shephard, Princeton Preservation Group, Monmouth County Library, June 8, 2006)	2006
2	39	Preservation of Library Materials: Rutgers: Susan G. Swartzburg, Instructor (see also II. C. Rutgers SCILS – Professional Development Course - PRESERVATION)	1988-1990
2A	1	Preservation Planning: Surveys and Self-Studies (Sponsored by New Jersey State Library and NEDCC, Monmouth County Library)	1987, Sept.
2A	2	Preservation Workshop: List of participants only (Conducted by Sally Roggia, NJ State Library)	1987, Mar.
2A	3	Promotion of Significant Collections Through Exhibitions (Bruce D. Wilson, MARAC)	1991, May
2A	4	Recovery of Water-Damaged Library Materials (Toby Murray, Southern Illinois University)	1986, July
2A	5	SAA: PAK III: Starting an Archives: Includes Audiocassette	1980
2A	6	Surveying Your Preservation Needs: Assessing Risks and Planning for Preservation (Rachel Onuf, NEDCC)	2007
2A	7	TAPPI Paper Preservation Symposium, Washington, DC, October 19-21, 1988	1988 1988
2A	8	Tapping Grant Sources for Preservation and Conservation (NJLA, held at Monmouth County Library, Newark Public Library, and Gloucester County Historical Society)	1989
2A	9	The Use of Permanent Paper for Biomedical Literature (National Library of Medicine, Includes summary of proceedings, January 27, 1987)	1987
2A	10	League of Historical Societies of NJ	1993-1994

B. Modern Archives Institute

2B	1	Elsalyn Palmisano: Modern Archives Institute	1988
2B	2	Certificate (MAI)	1989
2B	3	MAI (Ten Principles of Archives)	1989
2B	4	National Archives	1986-1988
2B	5	NARA Evaluating Program	1983
2B	6	Genealogical Research	1988, ca.
2B	7	“Overview: Essentials of and Archives or Manuscripts Program,” <i>Drexel Library Quarterly</i>	1977
2B	8	<i>Archives & Manuscripts: Arrangement & Description</i>	1975
2B	9	<i>Archives & Manuscripts: Appraisal & Accessioning</i>	1977
2B	10	<i>Archives & Manuscripts: Reference & Access</i>	1977
2B	11	MARC for Archives and Manuscripts	1985
2B	12	Modern Archives Institute: Description of Archives	1984
2B	13	<i>Archives & Manuscripts: Public Programs</i> , plus Modern Archives Institute Public Programs: How and Why?	1982
2B	14	<i>Archives & Manuscripts: Administration of Photographic Collections</i>	1984
2B	15	Library of Congress: Manuscripts	1985, ca.
2B	16	Planning as a Management Tool	1983, ca.
2B	17	The Archivist’s Code & clippings on ethics	1984-1988
2B	18	<i>Archives & Manuscripts: Conservation</i>	1983
2B	19	Sixty-Third Institute: Introduction to Modern Archives Administration-Modern Archives Institute: Preservation Lectures Paper Outline	1989

**C. Rutgers SCILS - Professional
Development Study in Preservation**

2B	20	Rutgers SCILS Syllabus 100 Hours	1989-1996
2B	21	Rutgers Preservation Management Course: Planning for Preservation	1989
2B	22	Disaster Planning	1989
2B	23	Today’s Libraries, Tomorrow’s Users: Preserving Library Collections for the Future	1989
2B	24	Healthy Roots: Preserving Genealogical Collections for the Future	1990
2B	25	Disaster Recovery	1991
2B	26	How to Assess Library/Archival Facilities from a Preservation Perspective	1991
2B	27	Pest Control Basics for Libraries, Archivists and Curators	1992
2B	28	Mirrors in Time/Photographic Collections	1992
2B	29	Preservation Aspects of Exhibitions of Books	1992
2B	30	Preserving Oversize Paper Items: Posters, Architectural Drawings, Maps, etc	1992

2B	31	Preserving Local Government Records	
2B	32	Old Wine in New Bottles: Reformatting Information for Preservation and Access	1996

Note: See Box 5, Folders 13 & 14 for Northeast Document Conservation Center Documents referenced in some of the Rutgers courses.

D. Other Courses

2B	33	Preserving Photographic Collections: Introduction to the Care and Handling of Photographic Prints and Negatives	1988
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III. Organizations

A. Professional Organizations

3	1	Mid-Atlantic Regional Archives Conference (MARAC)	1985-1992
		: General	
3	2	: Health Sciences Affinity Group	1983-1984
3	3	: Membership Directory	1986, 1990
3	4	: Membership Survey	1983
3	5	: New Jersey Caucus	1985-1993
3	5A	: New Jersey Caucus: CAPES program	2005-2006

MARAC Conferences

3	6	Fall Meeting – Newark	1974
3	7	Spring Conference – Atlantic City	1977
3	8	Fall Meeting – Albany	1979
3	9	Fall Meeting – Philadelphia	1982
3	10	Spring Meeting – New Brunswick	1983
3	11	Fall Meeting – Harper’s Ferry	1983
3	12	Fall Meeting – Harrisburg	1985
3	13	15th Anniversary – Spring Meeting– Baltimore	1987
3	14	Spring Meeting – Allentown	1988
3	15	Spring Meeting – Princeton	1986
3	16	Fall Meeting – Williamsburg	1988
3	17	Spring Meeting – Albany	1989
3	18	Fall Meeting – Philadelphia	1989
3	19	Spring Conference – New Brunswick – CAPES Program	1990
3	20	Fall Conference – Alexandria	1990
3	21	Spring Conference – Wilmington	1991
3	22	Fall Conference – Roanoke	1991
3	23	Spring Conference – Pittsburgh	1992
3	24	Fall Conference – Buffalo	1992
3	25	Spring Conference – Long Branch	1992
3	26	Fall Meeting – Gettysburg	1993
3	27	Fall Meeting – Richmond	1994

3	28	Fall Meeting – Wilmington	1997
3	29	Spring Meeting – Saratoga Springs	1998
3	30	Spring Meeting State College	1999
3	31	Spring Meeting – New Brunswick	2000
3	31A	Fall Meeting – Cleveland	2000
3	32	Spring Meeting – Philadelphia	2001
3	33	Fall Meeting – Richmond	2001
3	34	Spring Meeting – Towson, MD	2002
3	35	Fall Meeting – Poughkeepsie	2002
3	35A	Spring Meeting – Trenton	2003
3	36	Spring Meeting – Arlington, VA	2004
3	37	Fall Meeting – Pittsburgh	2004
3	38	Spring Meeting – Albany	2005
3	39	Fall Meeting – Dover, DE	2005
3A	39A	Spring Meeting – Baltimore	2006
3A	39B	Fall Meeting – Morristown	2006
3A	39C	Spring Meeting – Scranton	2007
3A	40	Fall Meeting – Williamsburg	2007
3A	40	Spring Meeting- Chautauqua	2008
3A	40	Fall Meeting- Silver Spring	2008
3A	40	Spring Meeting Charleston, WV	2009
3A	40	Fall Meeting – Jersey City	2009
3A	40	Spring Meeting – Wilmington, DE	2010
3A	40	: Additional meetings	
3A	41	Fall Meeting – Bethlehem, PA	2011
3A	41	Spring Meeting – Cape May, NJ	2012
3A	41	Fall Meeting – Philadelphia, PA	2013
3A	41	Spring Meeting– Rochester, NY	2014
3A	41	Fall Meeting – Baltimore, MD	2014
3A	41	Fall Meeting – Roanoke, VA	2015
3A	41	Spring Meeting– Pittsburg, PA	2016
3A	41	Fall Meeting– Annapolis, MD	2016
3A	41	Spring Meeting– Newark, NJ	2017
3A	41	Spring Meeting– Morgantown, WV	2019
4	1	NJLA Preservation Section: General	1985-1987
4	1A	: By-Laws	n.d.
4	1B	: Correspondence	1987-1991
4	2	: Description of Activities	1986
4	3	: Annual Report	1988-1990
4	3A	: Workshop on Grants	Feb 1989
4	4	: Ballots	1986
4	5	: Bookmark Project	1986
4	6	: Fall Conference	1986, 1989
4	7	: Fall Program	1987
4	8	: Membership Lists	1987-1989

4	9	: Executive Board	1985-1989
4	10	: Executive Board Mtgs. Agenda and Minutes	1983-1990
4	11	: Prospective Membership Mailing	1987
4	12	: Membership Application & Brochure	1989-1990
4	12A	: Spring Conference: Program on CAPES	1991
4	12B	History & Preservation Section – Misc. documents	2013-2015

B. Other Professional Organizations

4	13	American Institute for Conservation	
4	14	American Library Association: Preservation of Library Materials Section	1988
4	14A	: Preparation of Archival Copies of Theses and Dissertations	1986
4	15	: Preservation Policy	1991, 2001
4	15A	Central Jersey Regional Library Cooperative	2001-2008
4	15B	Center for Occupational Hazards: Conservation Hazards Project	
4	15C	The Commission on Preservation and Access	
4	16	Midwest Archives Conference (MAC)	
4	17	NAGARA – National Association of Government Archives & Records Administrators	1979-1980
4	17A	National Conservation Advisory Council	
4	17B	New Jersey Historical Commission: Committee on School and Local Programs: Local Historians	
4	18	New Jersey State Library: Conservation Study Advisory Committee	1984-1986
4	19	: Preservation & Conservation Advisory Committee	1985-1986
4	19A	: Program in Preservation, Phase Two Project Specialist Report – Sally Roggia	1987
4	20	: Preservation & Conservation Advisory Committee	1987-1988
4	20A	: List of Institutions Holding Historical Collections	1993
4	20B	: NJ Libraries Connect with the Future, Apr. 17, 1993	
4	20C	: Preservation Advisory Committee: Correspondence and Minutes	1992-1993
4	20D	: Advisory Committee on Preservation and Access	1994-1995
4	20E	: Continuing Education Task Force	1989
4	21	Princeton Preservation Group	1989-1991
4	21A	Region V Library Cooperative Preservation Committee (Frederic C. Pachman's file)	1988-1992
4	21B	Region V Library Cooperative Preservation Committee	1991
4	22	Society of American Archivists	1992-1993

C. Institutions: Libraries and Archives

4	23	AT&T Archives	
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4	24	Albright – Knox Art Gallery	1987
4	25	Archives of American Art: <i>Government and Art: A Guide to Sources in the Archives of American Art</i> (1995)	1995
4	26	City University of New York	1985
4	27	Delaware: Directory of Historical Records Repositories	1987
4	28	The Gallaudet Archives at Gallaudet College	
4	28A	Getty Conservation Institute	
4	29	Hahnemann University – Archives and History of Medicine Collections	1989
4	30	Illinois State Library: Manuscript Collection	
4A	31	Johns Hopkins Medical Institution: Alan M. Chesney Medical Archives	1980-1997
4A	32	Johns Hopkins University	1982-2014
4A	32A	Kansas: A Plan for Preserving Information Resources	1993
4A	33	Maryland Historical Society	1991-1992
4A	34	Morristown Library: Colles Family Papers	1988
4A	35	New Jersey State Archives	1986-1988
4A	36	New Jersey State Library: General	1987
4A	37	: Preservation of Library Materials	1985
4A	37A	: Statewide Automation Plan	1996
4A	37B	: Statewide Automation Plan/Technology Plan	1996
4A	37C	New Jersey’s Technology Plan for Libraries in the 21 st Century	2000
4A	38	New York Public Library	1985-1989
4A	39	New York State Archives: Archives and You	1981-1990
4A	39A	New York State Conservation Consultancy	
4A	40	New York State Library	1987-1989
4A	41	New York State Nurses Assoc.: Guide to the Records	1990
4A	42	Newark Public Library	1986
4A	43	Guide to the North Dakota State Archives	1985
4A	44	Oberlin College Library	1984
4A	45	Ohio State University Library	1986
4A	45A	Ontario: <i>From Warehouse to Powerhouse: Toward an Archival System in Ontario</i> (Ontario Council on Archives)	1989
4A	46	Princeton University – Conservation	1985
4A	46A	Rochester Institute of Technology – Image Permanence Institute	2014
4A	47	Rockefeller Archives Center	1981-1985
4A	48	Rutgers University Libraries: Archives & Special Collections (includes “Susan Swartzburg: Preservation Advocate” by George W. Cooke)	1987-90
4A	49	Salvation Army Archives: Collecting Policy	

4A	50	Sharlot Hall Historical Society, Prescott, AZ	1982
4A	51	Simmons College: Archives	1984
4A	52	Syracuse University Library	1984-1987
4A	53	Texas A& M University Library: Preservation Techniques	1984
4A	54	United Methodist Church: Archives and History Center	
4A	55	University of Illinois – Urban Champaign	1989
4A	56	Virginia State Library	1991
4A	57	Washington University School of Medicine: Special Collections	1981
4A	58	Wellesley Public Library: Preservation	1989
4A	59	William Paterson College: Sarah Byrd – Askew Library	1981-1985
4A	60	Winterthur (from CAN)	1986
4A	61	Yale University: Survey of Book Deterioration	1985

D. Vendors

5	1	Vendors: List	1989
5	2	Archival Products (Div. of Library Binding Service)	1992
5	3	Archivart	1990
5	3A	Backstage Library Works	
5	4	Bookmakers	1992
5	5	Brown's River Bindery	1988
5	6	Conservation Center of Art and Historic Artifacts, Philadelphia	1989-1992
5	7	Gaylord	
5	7A	Gaylord: <i>Preservation Pathfinder</i> , Nos. 1 & 2 (See also Box 6-42)	1992-1993
5	8	The Guild of Book Workers	
5	8A	HAI – History Associates Incorporated	2002
5	8B	Hollinger Metal Edge	
5	9	Image Prints, Inc. (Microfilm)	1987-1988
5	10	ICI – Information Conservation, Inc.	1992
5	11	“MAPS” – Mid-Atlantic Preservation Service	1988-1990
5	11A	Munters	2003
5	11B	New England Document Conservation Center	
5	12	Northeast Document Conservation Center: General	1986-1992
5	13	: Technical Leaflets	1986-1992
5	14	: Packet	1983-1990
5	14A	: A Manual	1992
5	15	Ocker & Trapp Library Bindery, Inc.	
5	15A	OCLC Digital Collection and Preservation Services	
5	15B	Preservation Technologies	2008-2010
5	16	Pro-Line Protective Enclosures	1989
5	17	Taylor Made Company	1988
5	18	UMI: Providing a Future for the Past	

5	18A	University Products	2014
5	19	Vendors: Sample Preservation Enclosures	
5	19A	Xerox – Preserving Books from a New Angle	

E. Institutions: Other

5	20	Center for the Study of the History of Nursing	1986
5	20A	Guide to Archival Sources in Nursing	1989
5	21	Commission on Preservation and Access	1989
5	22-28	: Annual Report	1989-1996
5	29	: Presidents Column	1988
5	30	CLIR: Annual Report	1996-1997
5	30A	: Library Systems: Current Developments and Future Directions	1988
5	30B	: <i>CLIR Issues</i> , Nos. 1 & 2	1998
5	31	: Preservation and Archives in Vietnam	1998
5	32	: Selecting Research Collections for Digitization	1998
5	33	: Computerization of the Archive General de Indias	1998
5	33A	: Digitizing Historical Pictorial Collections for the Internet	1998
5	34	: Scholarship Instructions, and Libraries at the turn of the Century	1999
5	34A	: Why Digitize?	1999
5	34B	: Digitization for Scholarly Use: Boswell Papers Project at the Beinecke Rare Book and Manuscript Library	1999
5	34C	: Avoiding Technological Quicksand: Finding a Viable Technical Foundation for Digital Preservation	
5	34D	: Preservation Science Survey	2000
5	34E	: The Evidence in Hand: Report of the Task Force on the Artifact in Library Collections	2001
5	34F	: Care and Handling of CD's and DVD's	2003
5	34G	FEMA Heritage Emergency National Task Force	2005-2007
5	34H	Heritage Preservation	2005
5	35	IFLA: Preservation and Conservation Program	1995
5	36	National Park Service: Conserve-O-Gram	1989

IV. Publications

A. Books and Reports

6	1	<i>Administration of Photographic Collections</i> (Ritzenthaler, et al.)	1984
6	2	American Association for State and Local History (AASLH): <i>An Aid For Small Museums</i> (Kramer)	
6	3	<i>Appraisal of Social Welfare Case Files</i> (Mills, MARAC)	1989
6	4	<i>Archival Forms Manual</i> (SAA)	1982
6	5	<i>Archives & Manuscripts: Exhibits</i> (Casterline)	1980

6	5A	<i>The Archivist of Monmouth</i>	1989
6	6	<i>A Library Staff Handbook</i> (Menzenska, Columbia University)	1975
6	7	<i>Archives Procedural Manual</i> (Washington University School of Medicine)	1978
6	8	<i>Art-Related Archival Materials in the Philadelphia Region</i> (Archives of American Art)	1984-1989
6	8A	<i>Assessing Preservation Needs: A Self-Survey Guide</i> (NEDCC)	2003
6	9	<i>Automation in Archives</i> (Harrison)	1990
6	10	<i>Basic Conservation of Archival Materials: A Guide</i> (Canadian Council of Archives)	1990
6	11	<i>Basic Glossary for Archivists, Manuscript Curators & Records Managers</i> (Evans, et al.)	1974
6	12	<i>Bibliography on Mass Deacidification</i> (Zimmermann)	1991
6	12A	<i>Buildings, Books and Bytes – Libraries and Communities in the Digital Age</i>	1997
6	13	<i>Care & Handling of Recorded Sound Materials</i> (St.-Laurent, CPA)	1991
6	14	<i>Core Programme: Preservation & Conservation</i> (IFLA)	1992
6	15	<i>The Coalition to Save our Documentary Heritage</i> (MARAC)	1983
6	16	<i>Computer Images for Research, Teaching, and Publication in Art History and Related Disciplines</i> (Rhyne, CPA)	1996
6	17	<i>Computerization Project of The Archivo General De Indias, Seville, Spain</i> (Hans Rutimann, et al. CPA)	1992
6	18	<i>Computing the Total Cost of Archival Processing</i> (Wilsted)	1982
6	19	<i>Conservation of Photographic Materials: A Basic Reading List</i> (Hendriks & Whitehurst)	1988
6	19A	<i>Conservation Planning: Where You Can Find the Help You Need</i>	1987
6	20	<i>Constitutional Issues and Archives</i> (Boccaccio, MARAC)	1988
6	21	<i>Copyright and Preservation: A Serious Problem in Need of a Thoughtful Solution</i> (Oakley, CPA)	1990
6	22A	<i>Core Collection in Preservation</i> (Fox)	1988
6	23	<i>Creative Planning of Special Library Facilities</i> (Mount)	1988
6	24	<i>“Difficult Choices”: How Can Scholars Help Save Endangered Research Resources</i> (George, CPA)	1995
6	25	<i>Digital Collections Inventory Report</i> (McClung, CPA)	1996
6	26	<i>Digital Image Collections: Issues & Practice</i> (Ester, CPA)	1996
6	27	<i>Digital Imaging of Papyri</i> (Bagnall, CPA)	1995

6	28	<i>Digital Preservation Consortium Mission and Goals</i> (Waters & Kenney et al., CPA)	1994
6	29	<i>Digital Resolution Requirements for Replacing Text-Based Material: Methods for Benchmarking Image Quality</i> (Kenney & Chapman, CPA)	1995
6	30	<i>Digitization as a Means of Preservation</i> (Weber & Dorr, CPA) (Translated by Medlicott)	1997
6	31	<i>Directory of Archival & Manuscript Repositories in Southeast Pennsylvania</i>	1992
6	32	<i>Information Sources on Scientific Research Related to the Preservation of Books, Paper, and Adhesives</i> (CPA)	1990
6	33	<i>Information Sources on Scientific Research Related to the Preservation of Sound Recordings, Still and Moving Images and Magnetic Tape</i> (CPA)	1993
6	34	<i>Digitization for Scholarly Use</i> (CLIR)	1999
6	35	<i>Disaster Management for Libraries</i>	1987
6	36	<i>Disaster Planning and Recovery</i> (SLA)	1989
6	36A	<i>Disaster Preparedness Planning Resource Pack: The New York State Program for Conservation and Preservation of Library Research Materials</i>	1988
6	36B	<i>Environmental Controls Resource Packet: The New York State Program for Conservation and Preservation of Library Research Materials</i>	1990
6	37	<i>The European Register of Microfilm Masters Supporting International Cooperation</i> (Schwartz, CPA)	1995
6	38	<i>The Evolving National Information Network: Background and Challenges</i> (Houweling, et al., CPA)	1993
6	39	<i>Federal Records Management Glossary</i> (NARA)	1993
6	39A	<i>FEMA Before and After Disasters</i>	2005
6	40	<i>From Microfilm to Digital Imagery</i> (Waters, CPA)	1991
6	41	<i>The Future of the Past</i> (Smith, CLIR)	1999
6	42	Gaylord Preservation Pathfinder : No.11993 (See also Box 5-7A)	
6	43	: No. 21993	
6	44	: No. 31994	
6	45	: No. 41995	
6	46	: No. 51998	
6	47	<i>A Guide to the Care & Administration of Manuscripts</i> (AASLH)	1972
7	1	<i>Hell and High Water: Disaster Information Source Book</i>	1988
7	2	<i>How to Catalog Rare Books</i> (Paul Shaner Dunkin, ALA)	1975
7	3	<i>How to Use a Research Library</i> (David Bleasley)	1988
7	4	<i>Hurricane: Surviving the Big One</i> (Michael Trinkley)	1993

7	5	<i>Hybrid Systems Approach to Preservation of Printed Materials</i> (Don Willis, CPA)	1992
7	6	<i>Image Formats for Preservation and Access</i> (Michael Lesk, CPA)	1990
7	7	<i>Information Resources for Archivists and Records Administrators</i> (NAGARA)	1988
7	8	<i>International Program and Its Global Mission</i> (CPA)	1995
7	9	<i>International Report 1992 Update</i> Including “Microfilm Projects Abroad” (Hans Rutiman, International Project Director, CPA)	1993
7	10	<i>Isoperms: Environmental Management Tool</i> (Donald K. Sebera, CPA)	1994
7	11	<i>Joint Study in Digital Preservation Phase I, A Report to the Commission on Preservation and Access</i> (Anne R. Kenney & Lynne Personius, CPA)	1992
7	12	<i>Keeping Archives</i> (Ann Pederson, Editor in Chief) Australian Society of Archivists, Inc.	1987
7	13	<i>Keeping Your Past: A Basic Guide to the Care & Preservation of Personal Papers</i>	1987
7	14	<i>Library, Media, and Archival Preservation</i> (John N. DePew)	1991
7	15	Library of Congress: <i>Preservation Leaflets</i>	1978-1983
7	16	<i>Light Impressions: Tips</i>	1985-1989
7	17	<i>Local History: How to Gather It, Write It, and Publish It</i> (Donald Dean Parker, SSRC)	1974
7	18	<i>Local History in the Library: A Manual for Assessment and Preservation</i> (Edward Meachen, David Thackery)	1989
7	19	<i>Long and Happy Life: Library and Records Preservation in North Carolina</i> (H. Greene)	1992
7	20	<i>Magnetic Tape Storage and Handling: A Guide for Libraries and Archives</i> (John W.C. Van Bogart, CPA)	1995
7	21	<i>Management of Archives and Manuscripts Collections for Libraries</i> (Richard H. Lytle, Drexel University)	1975
7	22	<i>Managing Preservation – A Guide Book</i> (A. Patricia Smith, A Cooperative publication of the State Library of Ohio & the Ohio Preservation Council)	1995
7	22A	<i>A Manual for Small Archives</i> (Archives Association of British Columbia)	1994
7	23	<i>Manual of Archival Description</i> (Excerpts) (Margaret Procter & Michael Cook)	1989
7	24	<i>Manual of Archival Techniques</i> (Roland M. Baumann,	1979

		Editor, Pennsylvania Historical & Museum Commission)	
7	25	<i>Manual of Archival Techniques, Revised Edition</i> (Roland M. Baumann, Editor, Pennsylvania Historical & Museum Commission)	1982
7	26	<i>Manuscripts Collections Processing Manual</i> (Susan Wray, Vesta Gorden & Edmund Berkeley, Jr., University of Virginia Library)	1976
7	27	<i>Mass Deacidification - An Update on Possibilities and Limitation</i> (Henry J. Porck, Department of Library Research)	1996
7	28	<i>Materials Published by Members of the Library of Congress Preservation Directorate: A Bibliography</i> (Zimmerman)	1994
7	28A	<i>Mid-Atlantic Resource Guide for Disaster Preparedness</i> (CCAHA Preservation Services Office)	2006
7	29A	<i>Modern Archives Reader: Basic Readings on Archival Theory and Practice</i> (Maygene F. Daniels & Timothy Walch, NRAS)	1984
7	30	<i>Modern Manuscripts</i> (Kenneth W. Duckett, AASLH)	1975
7	31	<i>National Conference on the Development of Statewide Preservation Programs</i> (Carolyn Clark Morrow)	1991
7	32	<i>New Tools for Preservation: Assessing Long-Term Environmental Effects on Library and Archives Collections</i> (Reilly, Nishimura and Zinn)	1995
7	33	<i>The Organization Phase of Project Open Book: A Report to the Commission on Preservation and Access</i> (Waters and Weaver)	1992
7	34	<i>Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives</i> (David W. Carmichael)	1993
7	35	<i>An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centres</i> (Barton and Wellheiser)	1985
8	1	<i>Our Memory at Risks: Preserving New York's Research Resources</i>	1988
8	2	<i>Our Past Before Us: A Five Year Regional Plan for METRO's Archives and Historical Records Program</i> (Phyllis A. Klein)	1989
8	3	<i>Oversize Color Images Project, 1994-1995: A Report to the Commission on Preservation and Access</i> (CPA)	1995
8	4	<i>Paper: Its History and Conservation</i> (Robert Hauser)	1980
8	5	<i>Paper Permanence: Preserving the Written Word</i>	1983

		(S.D. Warren Company)	
8	6	<i>Planning for Archival Programs: An Introduction</i> (Bruce W. Dearstyne, MARAC)	1989
8	7	<i>Preservation Activities in Bulgaria: The State of Affairs and Possibilities for Cooperation</i> (Sonja K. Jordan University of Notre Dame)	1995
8	8	<i>Preservation Activities in Canada: A Unifying Theme in a Decentralised Country</i> (Karen Turko University of Toronto Library)	1996
8	9	<i>Preservation and Access in China: Possibilities for Cooperation</i> (Hans Rutimann, International Project Consultant)	1992
8	10	<i>Preservation and Access Technology: The Relationship Between Digital and Other Media Conversion Processes</i> (M. Stuart Lynn)	1990
8	11	<i>Preservation and Conservation: Small Libraries</i> (M.D.Lowry)	1989
8	12	<i>Preservation and Conservation: Workshop Manual</i> (Glen Ruzicka)	1987
8	13	<i>Preservation Challenge in a Changing Political Climate: A Report from Russia</i> (Galina Kislovskaya)	1996
8	14	<i>Preservation Education Institute: Final Report</i> (Deanna B. Marcum)	1990
8	15	<i>Preservation Guidelines in ARL Libraries</i>	1987
8	16	<i>Preservation in the Digital World</i> (Paul Conway)	1996
8	17	<i>Preservation Microfilming: A Guide for Librarians and Archivists</i> (Nancy E. Gwinn)	1987
8	18	<i>Preservation Microfilming: Planning and Production</i>	1988
8	19	<i>Preservation Needs Assessment of US Health Sciences Libraries</i>	1989
8	20	<i>Preservation Needs in State Archives</i> (NAGARA)	1986
8	21	<i>The Preservation of Library Materials: Columbia University Libraries Handbook</i>	1987
8	22	<i>Preservation of New Technology</i> (Michael Lesk)	1992
8	23	<i>Preservation of Scrapbooks & Albums - Leaflet No.1</i>	1991
8	24	<i>Preservation of the Biomedical Literature</i> (Humphreys, Arenales, Cain, Parascandola, Rotariu, Thoma & Watson)	1985
8	25	<i>Preservation Planning Program: Resource Notebook</i> (W. Boomgaarden & Darling)	1987
8	26	<i>Preserved to Serve: The Massachusetts Preservation Agenda</i> (Trinkaus-Randall)	1992
8	27	<i>Preservation Digital Information: A Report of the Task Force on Archiving of Digital Information</i> (Donald Waters)	1996
8	28	<i>Preserving Library Resources: A Guide for Staff</i> (Sally)	1990

		Buchanan)	
8	29	<i>Preserving the Illustrated Text: A Report of the Joint Task Force on Text & Image</i> (CPA)	1992
8	30	<i>Preserving the Intellectual Heritage: Report of the Bellagio Conference</i>	1993
8	31	<i>Preserving the Literary Heritage</i> (J. Hillis Miller)	1991
8	32A	<i>Primer on Disaster Preparedness, Management and Response</i>	1993
8	33	<i>Processing Congressional Collections</i> (MARAC)	1989
8	34	<i>Then Production and Bibliographic: Control of Latin American Preservation Microfilms in the USA</i> (Dan C. Hazen)	1991
8	35	<i>Reference Services in Archives</i>	1986
8	36	<i>Reliable Sources</i> (Archives of American Art)	1988
8	37	<i>Religious Archives: An Introduction</i> (A. Suelflow, SAA)	1980
8	38	<i>Report on the Preservation Planning Project, Universities of Pennsylvania Libraries</i>	1991
8	39	<i>Review and Assessment Committee – Final Report</i> (Norberg, Schaefer, Stam and Wulff)	1991
8	40	<i>Saving the Past to Enrich the Future</i>	1993
8	41	<i>Scholarly Resources in Art History: Issues in Preservation</i>	1988-1989
8	42	<i>The Setup Phase of Project Open Book</i>	1994
8	43	<i>SGML as a Framework for Digital Preservation and Access</i>	1997
8	44	<i>Simple Techniques for Maintenance and Repair of Books</i>	1996
8	45	<i>Simplified System of Cataloging for Local Historical Societies</i>	1996
8	46	<i>Special Collections in College Libraries</i> (Christine Erdmann)	1985
8	47	<i>Special Libraries: A Guide for Management</i> (C. A. Porter, et al.)	1986
8	48	<i>Starting an Archives</i> (Elizabeth Yakel)	1994
8	49	<i>Survey of Micro Publishers</i>	1992
8	50	<i>Technical Considerations in Choosing Mass Deacidification Process</i> (Peter Sparks, CPA)	1990
8	51	<i>What an Institution Can Do to Survey Its Own Conservation Needs</i> (Karen Motylewski)	1989
8	52	<i>Who Ya Gonna Call? A Preservation Services Sourcebook</i>	1992
8	53	<i>Why Digitize?</i> (Abby Smith)	1999
8	54	Yale University Library: Preservation Pamphlets	1980-1982
		B. Serials	
9	1	<i>American Archivist: Special Preservation Issue, 9:1)</i>	1990

9	2	<i>American Libraries: Preservation Issue</i>	1985
9	3	<i>Archival Outlook</i>	1993
9	4	<i>The Archivist Historian</i> (NYU)	1987-1989
9	5	<i>The Bookmark</i> (NY State Library, Conservation/ Preservation issue, Spring 1987)	1987
9	6	<i>Business History Bulletin: Business Archives</i>	1990
9	7	<i>Collection Management</i> , Vol. 4, No. 3 (Includes "Sources of Conservation Information for the Librarian" by Howard P. Lowell)	1982
9	8	<i>College & Research Libraries: Integration of Special Collections</i>	1984
9	8A	Commission on Preservation and Access: CPA Fact Sheet	1989
9	9	: Newsletter (incomplete)	1989-1990
9	10-16	: Newsletter	1991-1997
9	17	CAN (Conservation Administration News): No. 1	1979
9	18	: No. 4	1980
9	19	: No. 10	1982
9	20	: No. 12-15	1983
9	21	: No. 18	1984
9	22	: No. 20	1985
9	23	: No. 22	1985
9	24	: No. 31	1987
9	25-32	: No. 32-63	1988-1995
9	32A	: Reviews written by Elsalyn Palmisano	1990-1992
9	33	<i>CLIR Issues</i>	1998
9	33A	<i>Journal of Archival Organization: Vol. 1,</i> Nos. 1 & 2	2002
9	34	Illinois Libraries: Vol. 63, No. 34	1981
9	35	: Vol. 65, No. 3	1983
9	36	: Vol. 66, No. 4	1984
9	37	: Vol. 67, No. 8: <i>Conservation of Library Materials</i>	1985
9	38	: Vol. 69, No. 8	1987
9	39	: Vol. 71, No. 7	1989
9	40	: Vol. 72, No. 34	1990
9	41	: Vol. 74, No. 5	1992
9	42	: Vol. 77, No. 2 (Includes "Book Repair Manual" by Robert J. Milevski)	1987
9	43	<i>International Preservation News</i>	1993
9	44	<i>Library and Archival Security</i> , Vol. 9, No. 2	1989
9	44A	<i>Library Issues: Vol. 7, No. 6</i> Vols. 8, No. 1- 2	1987 1987
9	45	<i>Library Trends</i> (Oct. 1964: <i>State and Local History in Libraries</i> ; Fall 1981: <i>Conservation of Library Materials</i> ; Winter 1984: <i>Atypical Careers and Innovative Services in Library and Information</i>)	1964-1984

		<i>Science)</i>	
9	46	Methodist Archives, Drew University: <i>Visions</i>	2002-2003
10	1	<i>Mid-Atlantic Archivist</i> : Vols. 4-11	1975-1982
10	1A-5.1	: Vols. 12-28, 45	1983-2016
10	1A-5.2	: Vol. 29	2000
10	5A	: Vols. 30-32	2001-2003
10	5B	: Vols. 33-35	2004-2006
10	5C	: Vols. 35-38	2006-2009
10	5D	: Vol. 39	2010
10	5E	: Vol. 40	2011
10	5F	: Vols. 40-41	2011-2012
10	5G	: Vol. 42	2013
10	5H	: Vol. 43	2014
10	5I	: Vol. 44	2015
10	5J	: Vol. 44-45	2016
10	5K	: Vol. 46	2017
10	5L	: Vol. 47	2018
10	5M	: Vol. 48	2019
10A	6	<i>Midwestern Archivist</i>	1989
10A	7-21	<i>Monmouth Chronicle</i> , Vols. 1-15	1981-1996
11	1	<i>Monmouth Connection: Vols. 1-6</i>	1989-1994
11	2	Monmouth Connection: Vols. 6-10	1995-1999
11	3	<i>National Preservation News</i> (Library of Congress)	1985-1987
11	4	<i>New Jersey Libraries</i> (Preservation Issues)	1985
11	5	New Jersey State Library: <i>Impressions</i>	1984-1985
11	6	New Jersey Library Association: <i>Preservation Section News</i>	1984-1988
11	7	New Jersey Library Association: Preservation Section Newsletter	1989-1992
11	7A	New Jersey Library Association: Preservation Section Newsletter	1993-1996
11	7B	: History & Preservation Section: <i>The Chronicle of History & Preservation</i>	1998-2015
11	8	<i>New Library Scene</i> : Vol. 3, No. 6; Vol. 5, No. 6	1984-1986
11	9	<i>Northeast Document Conservation Center News</i>	1990-1998
11	10	<i>For the Record</i> , Vol. 7, No. 1, 10th Anniversary Issue, Newsletter of the New York State Archives and Records Administration	1989
11	11	<i>Reference Librarian</i> , No. 10 Theme: Library Institution and Reference Services	1984
11	12	<i>Reference Librarian</i> , No. 13 Theme: Reference Services in Archives	1985-1986
11	13	<i>Special Collection</i> – Penn State, No. 11	1993
11	13A	<i>Special Libraries</i> : “Preservation Planning for the Small Special Library,” 76:3 (Summer)	1985

- 11 14 *Wilson Library Bulletin* 1992
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 Book of the Very Near Future 1985

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- 11 16 Higginbotham, Barbara Buckner. *Our Past Preserved:
 A History of American Library Preservation,
 1876-1910*. Boston: G.K. Hall & Co, 1990.
 323 pp. ISBN 0-8161-1932-5. 1990
- 11 17 Morris, John. *Library Disaster Preparedness Handbook*. 1986
 Chicago: ILL-ALA, 1986.
 ISBN – 0-8389-04386.
- 11 18 Swartzburg, Susan Garretson, ed. *Conservation in the
 Library: a Handbook of Use and Care of
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 Westport, CT: Greenwood Press, 1983. 227pp.
 ISBN 0-313-23267-9. 1983
- 11 19 Swartzburg, Susan Garretson *Libraries and Archives:
 Design and Renovation with a Preservation
 Perspective*. Metuchen, NJ: Scarecrow Press,
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- 11 20 Swartzburg, Susan Garretson *Libraries and Archives:
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- 11 21 Swartzburg, Susan Garretson 1980
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- 11 22 Swartzburg, Susan G. *Preserving Library Materials: A
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- 11 23 *American Archivist*, 53:2, Spring 1990 1990
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- 11 24 *American Archivist*, 68:1, Spring/Summer, 2005. 2005
- 11 26 Conservation Center for Art & Historic Artifacts. n.d.
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- 11 27 *Documenting, Preserving & Engraving:
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- 11 28 *Journal of Archival Organization*, 1:1 & 1:2, 2002 2002

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Dearstyne, Bruce W. *The Management of Local Government Records: A Guide for Local Officials* (AASLH, 1988, photocopy, 147 pp., with related materials, including *New Jersey Laws and Regulations Concerning Local Public Records and Guidelines for Their Custody in Public Libraries and Non-Governmental Institutions*, March 1993).

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Strategic Plan to Improve the Preservation, Collection, and Use of New Jersey Historical Records (New Jersey State Historical Records Advisory Board, October 2001).

Other Supplemental Materials

Short Reference Materials (one folder, various dates)

V. Consulting

A. Institutions and Local Government

13	1	Borough of Rumson	2004-2008
13	2	Borough of Sea Bright	2008

13	3	Brookdale Learning Resources Center: Preservation	1988-1989
13	4	Passaic County Community College	1995

B. Photographic Materials (stored in vault)

14	1	Borough of Rumson	2004
14	2	Borough of Rumson	2005
14	3	Borough of Rumson	2006
14	4	Borough of Rumson	2007-2009
14	5	Borough of Sea Bright	2008