



### *Center for Research Libraries Preservation Policy*

Preservation at CRL involves action taken to prevent or slow deterioration of physical materials through correct housing and environment and, as necessary, to reformat materials to preserve their intellectual content.

CRL has consistently invested in measures designed to prolong the existence of, and accessibility to, its collections for current and future scholars. As Interlibrary Loan is a key service of CRL, materials lent must be in a condition to be handled and to be transported to and from user libraries.

Throughout its history, CRL's preservation efforts have been primarily focused on retaining materials in their original format, or, as necessary, to the retention of intellectual content through reformatting.

CRL takes measures to prevent or slow the naturally occurring deterioration of paper-based collections and to protect microform collections. Such measures include:

- providing an ideal storage environment; stack spaces are consistently maintained at 60° F, with 45% and 30% relative humidity set points during summer and winter months respectively.
- reduction of ultraviolet radiation through the modernization of stack lighting, and the installation of motion sensors to avoid prolonged periods of exposure.
- a rigorous stack-management program, with appropriate shelving practices and housekeeping routines
- re-housing of delicate items in archival quality enclosures

Preservation reformatting has been a vital part of CRL preservation efforts throughout its history. A long history of microfilming programs such as the Area Materials Projects (AMPs), collaborative projects such as the International Coalition on Newspapers (ICON), and many grant-funded projects have been augmented in recent years to convert original materials to microform and digital formats. On-demand digitization and strategic digitization projects, both in-house and collaborative, enable CRL to deliver a growing percentage of its collections to researchers electronically, thus reducing wear and tear on the original objects. CRL has implemented practical measures to retain master TIFF files, including multiple backups and remote storage of files. All original source material from CRL collections is retained by CRL, and thus is readily available for re-scanning if necessary.