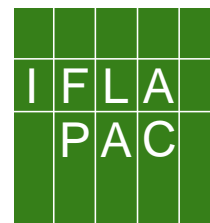


International Preservation News

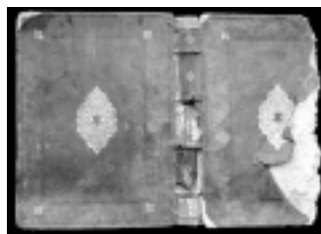
A Newsletter of the IFLA Core Activity
on Preservation and Conservation



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Corine Koch,
*New PAC
Programme Officer*

After a rough and troubled period, it seems that PAC is progressively emerging. Its future, linked to the financial restrictions of the Core Programmes funds, cannot be considered as quite secure yet, although we expect that CLIR's promising support will serve as an example and a trigger to all those who, in the preservation and conservation arena, expect PAC to follow up its mission.

Thanks to the constant and strong support of the Bibliothèque nationale de France, a new Programme Officer, Corine Koch, has been appointed, which has allowed us to resume the publication of IPN, delayed for a while.

A new Advisory Board has also been appointed, under the efficient chairmanship of Sissel Nielsen. I am certain that all members, carefully selected in a range of very competent and committed colleagues from all over the world, will support PAC initiatives and will help select the right tracks in a changing professional world.

Some of our activities which had lagged behind since the departure of Virginie Kremp have now been resumed. By the end of this year, we hope to publish the proceedings of the Symposium "Managing the Preservation of Newspapers" that PAC had organised at the BnF in Paris in 2000, and we shall start the analysis of the Survey on African Newspapers Collections that we launched last year.

PAC will also be present at the IFLA Conference in Glasgow and will hold an Open Session and a Poster Session advocating the Blue Shield.

Marie-Thérèse Varlamoff
IFLA-PAC Director

Après une longue période de difficultés, le PAC semble sortir progressivement du tunnel. Son avenir, tributaire des restrictions budgétaires entraînées par la diminution des réserves des programmes fondamentaux, n'est néanmoins pas assuré, bien que la promesse d'une généreuse contribution de CLIR puisse servir d'exemple et décider tous ceux qui, dans le monde de la conservation, attendent que le PAC poursuive sa mission.

Grâce au soutien sans faille de la Bibliothèque nationale de France, le PAC a désormais une nouvelle adjointe, Corine Koch, ce qui nous permet de reprendre la publication d'IPN, interrompue pendant quelque temps.

Un nouveau Comité consultatif a également été désigné sous la présidence efficace de Sissel Nielsen. Je suis convaincue que ses membres, sélectionnés parmi un éventail de collègues du monde entier, connus pour leur compétence et leur dévouement, sauront appuyer les initiatives du PAC et l'aideront à suivre la bonne voie dans un monde professionnel en pleine mutation.

Certaines de nos activités que nous avons mis de côté au départ de Virginie Kremp ont redémarré. Nous espérons pouvoir publier, dès la fin de cette année, les Actes du Séminaire " Gérer la Conservation des Périodiques et de la Presse " que le PAC avait organisé à la BnF en août 2000, et nous allons commencer le dépouillement de l'Enquête sur les collections de journaux en Afrique que nous avons lancée l'an passé.

Le PAC sera bien sûr présent au Congrès de l'IFLA à Glasgow où il tiendra une réunion sur le Bouclier Bleu ; il sera également présent à la Poster Session pour en faire plus directement la promotion.

Marie-Thérèse Varlamoff
Directeur d'IFLA-PAC



Photo : Sylvie Biscioni

Nurturing our digital memory: Digital Archiving and Preservation at the National Library of Australia



by Hilary Berthon,
Manager,
National and International
Preservation Activities
(NIPA)

As increasing use is made of digital technologies to create, record, store and transmit our cultural heritage, our global digital memory is born.

However, strategies need to be adopted to ensure ongoing access to this memory. The National Library of Australia (NLA) believes that the key to developing successful models of digital preservation lies in cooperation: sharing information as well as sharing responsibility (1). Both the magnitude of the task and the keenness of libraries to define their role in the digital environment have encouraged Australian libraries to work closely together.

A long history of collaboration between Australian libraries - for example, in the development of a national bibliographic database, resource sharing and preservation - has laid the foundations for this cooperation. As the challenges of preserving digital information exist across sectors, the NLA has also looked beyond the traditional library boundaries for new partners. A commitment by the NLA to learn by doing, drawing on the experiences of memory institutions and sharing with others the fruits of its experience, has nurtured this collaborative model (2).

(1) "Towards a national infrastructure for access to Australia's documentary information resources in electronic formats: strategic developments at the National Library of Australia"; a paper presented by David Toll, Deputy Director General, National Library of Australia at the VALA conference, Melbourne, February 2002; <http://www.nla.gov.au/nla/staffpaper/2002/toll1.html>

(2) "The National Library of Australia's Digital Preservation Agenda, an Interview with Colin Webb"; *RLG DigiNews* Vol. 5, No. 1; <http://www.rlg.org/preserv/diginews/diginews5-1.html>

Archiving and Preservation

As key activities aimed at ensuring the long-term accessibility of our digital heritage, digital archiving (the process of identifying, collecting and making material accessible in its current format) and digital preservation (managing this material to ensure that it remains accessible as technology changes) have gone hand-in-hand (3). While much early attention was directed towards the archiving end, digital preservation has increasingly been a focus of the NLA's activities.

The PANDORA Archive

PANDORA, the selective National Collection of Australian Online Publications established by the National Library of Australia (4), is a collaborative effort incorporating a number of agencies. Broader coverage, avoiding duplication of effort and minimising cost are among the advantages of working together. Established in recognition that online publications are an intrinsic part of Australia's national documentary heritage, partners include the State Libraries of Victoria, New South Wales and South Australia, the Library and Information Service of Western Australia, the Northern Territory Library and Information Service and ScreenSound Australia, the national film and sound archive. The NLA also cooperates closely with the State Library of Tasmania which operates its own web archiving project, "Our Digital Island" (5).

While not all partners currently participate in all aspects of archiving, the PANDORA archiving system, PANDAS, potentially enables collection managers in each of the partner agencies to gather web publications, to record information about publications and to manage access to them. The collection now comprises over 2000 titles, (approximately 14,000,000 files) using almost 400 gigabytes of storage and is growing at about 500 new titles each year (6). About one third of these titles have been gathered more than once to illustrate the changing nature of web sites and many are gathered on

(3) "Archiving the web: The national collection of Australian online publications"; a paper presented by Margaret Phillips, Manager, Digital Archiving, National Library of Australia at the International Symposium on Web Archiving, National Diet Library, Tokyo, Japan, 30 January 2002; <http://www.nla.gov.au/nla/staffpaper/2002/phillips1.html>

(4) PANDORA Archive: Preserving and Accessing Networked Documentary Resources of Australia; <http://pandora.nla.gov.au/index.html>

(5) Our Digital Island; <http://odi.statelibrary.tas.gov.au/>

(6) "Archiving the web"

onal Library of Australia

NLA staff member,
Mark Tandy,
at the new Quadriga workstation.
The Quadriga has replaced the
analogue recording equipment seen
here in the background.

an ongoing basis to capture new issues of serial publications. Already, many of the captured sites, such as the Sydney 2000 Olympic games website are no longer accessible except through the archive.

Although the NLA maintains a keen interest in comprehensive 'whole domain harvesting', it intends to maintain its selective approach to archiving - choosing material that most strongly represents Australian social, intellectual and cultural life. In the future, this may possibly be supplemented by occasional 'snapshots' of the broader Australian web publishing output. To assist with the selection of material, PANDORA has entered into partnership with six indexing and abstracting agencies that notify the NLA of publications that they are referring to. That the significance of online material will be determined differently by different stakeholders underlies the NLA's expectation that the national collection it is building with State Libraries and ScreenSound will ideally be a component of a wider national distributed archive with other stakeholders such as the academic sector playing a role (7).

Cooperation with publishers appears to be a natural way forward in developing web archiving solutions. For example, the assistance of publishers to overcome technical and imposed security impediments to archiving certain types of files will be a crucial aspect of ensuring that archived publications are complete and accessible (8). In recognition of their combined responsibility for ensuring ongoing access to electronic publications, the NLA and the Australian Publishers' Association have developed a Code of Practice for Providing Long-Term Access to Australian Online Publications. The NLA anticipates that this Code, which outlines the conditions and responsibilities that each partner agrees to observe in order to ensure Australian online publications remain available for use into the future, will be trialled by a small number of publishers

(7) "Digital Continuity: the role of the National Library of Australia"; a paper presented by Pam Gatenby, Assistant Director General, Collections Management Division, National Library of Australia, at *Digital Continuity: a Forum for Australian Universities* Swinburne University of Technology, 19 November 2001; <http://www.nla.gov.au/nla/staffpaper/2001/pgatenby4.html>

(8) "Archiving the web"



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in the near future. Restricted access to some archived publications, for example through the reading rooms of partner institutions, ensures that publishers' commercial interests are not undermined.

Digital Preservation

As previously mentioned, for the NLA, digital preservation includes the processes involved in maintaining - or even recovering - access to digital resources. It involves many concepts similar to those for the preservation of traditional materials - the identification of materials of significance, the identification of risks, damage prevention, stabilisation or repair, the creation of surrogates and condition monitoring. The development of strategies that accomplish these processes for digital materials is among the primary goals of the NLA's Digital Preservation section.

There are a range of digital resources for which the Library takes preservation responsibility. These include the Australian online resources archived within PANDORA; material coming into the Library's collection on diskette or CD-ROM; digital manuscript, pictorial and audio material as well as digitized copies of analogue materials in the Library's collection. The Library's Digitisation project - operational since August 2001 - will add significantly to the body of material which needs to be preserved. This project aims to produce nearly 40 000 digital copies of the collection material - photographs, postcards, cartoon, drawings, transparencies, negatives, maps, sheet music and manuscript material - by the end of June 2002 (9). Some of the challenges in keeping these resources accessible include the pressure of technological

(9) "National Library of Australia Digitisation Policy 2000-2004"; <http://www.nla.gov.au/policy/digitisation.html>

change, the volume and diversity of digital resources and the cost and administrative implications of taking action over very long periods of time in response to recurrent threats.

To guide its efforts in this area, the Library has developed a *Digital Preservation Policy* (10). There are a variety of elements involved in securing ongoing access to digital material. The NLA has stated its commitment to attend to three:

- maintaining the byte-stream which constitutes the digital object and the information needed to present it as a meaningful reproduction of the originally presented digital object,
- maintaining the means of providing access,
- maintaining access through citable identifiers with long-term validity (11).

The *Digital Preservation Policy* provides guidance for addressing these challenges in its own collections.

Recent activities within the Digital Preservation Section of the NLA include a trial migration of HTML documents from the PANDORA web archive to a later HTML standard. Another investigation is attempting to define frameworks for identifying 'significant properties' of digital resources - those properties that must be retained by any potential digital preservation treatment. This definition will help the NLA to define and allocate resources to its preservation task, measure the success of any preservation treatments and determine the level of metadata required.

As stated in its Digital Preservation Policy, the NLA "...believes that its digital archiving and preservation objectives will be best achieved by developing and implementing practices that comply with an adequate, coherent and widely understood framework for reliable, accountable and manageable digital archives" (12).

In support of this belief, it continues to provide input into the development of standards for digital repositories and preservation metadata through two RLG/OCLC Working Groups (13).

Digital Audio

Changing technologies have brought about immense changes in the way in which audio material is preserved. Until recently, the NLA preserved all its audio material on 10-inch analogue reel-to-reel tape and CD-R. With the delivery of the new HDA Quadriga

digital audio workstations, the NLA is now preserving its audio material into a digital mass storage system with public access delivered via CD-R. The Quadriga system allows audio to be converted to BWF (broadcast wave file) format enabling metadata to be stored within the file. This metadata includes both information that will assist the resource discovery and the preservation management of the file.

The implications of this change are hard to underestimate - with 35 000 hours of audio material in the collection which is growing at a rate of 850 hours each year, considerable effort will be put into conversion of existing material and storage of new material into the Digital Objects Storage System (DOSS). Between November 2001 when the system was delivered and the end of March 2002, 380 hours of audio material - corresponding to 300 Gbytes - have been stored on the DOSS. Speaking of the new Quadriga system, Kevin Bradley, Manager, Digital and Audio Preservation Resources commented 'the system provides a more reliable preservation process that integrates with our future digital access plans'. These access plans include the option of producing derivative copies of audio material which may be delivered via the web.

The NLA has already realised the benefits of a loose collaboration with other agencies such as ScreenSound Australia, the National Archives of Australia and the Australian War Memorial who are undertaking similar transitions in their audio preservation programs. A recent conference of the Australasian Sound Recordings Association about Quadriga workstations and archiving proved highly successful in enabling agencies to benefit from each others' experience and motivating the Australian audio community to play a role in influencing the future design of sound preservation systems.

PADI

Providing an international gateway to information about digital preservation, the NLA's PADI website (14) has enjoyed the reputation of being "one of the very few environments where one can find the latest information as well as digital preservation resources in this fast moving arena" (15). The PADI initiative aims to ensure that information in digital form is managed with appropriate consideration for preservation and future access. It does this by bringing together, describing and providing access to Internet resources to assist organisations and individuals to preserve access to their digital material.

(10) "A Digital Preservation Policy for the National Library of Australia"; <http://www.nla.gov.au/policy/digpres.html>

(11) "A Digital Preservation Policy"

(12) "A Digital Preservation Policy"

(13) RLG Long-Term Retention Initiative: Digital Archives Attributes Working Group: A Joint Effort with OCLC; <http://www.rlg.org/longterm/attribswg.html>
OCLC/RLG Preservation Metadata Working Group;
<http://www.oclc.org/research/pmwwg/>

(14) PADI: Preserving Access to Digital Information;
<http://www.nla.gov.au/padi>

(15) Response collected in PADI user survey, User Insite Pty Ltd, July, 2000



Gerard Clifton,
National Library
of Australia,
working
on the PADI
website

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A cooperative approach has shaped the development of PADI. In addition to providing access to information and resources, PADI is also able to offer registered users the facility to participate in building PADI by entering their own new resources directly into the database, making them available to all PADI users (16). PADI has recently signed a Memorandum of Understanding with the (UK) Digital Preservation Coalition and is actively seeking further partnerships that will assist it to maintain its international standing as an accessible, comprehensive and trustworthy one-stop service in digital preservation.

Conclusion

In its approach to the task of preserving our digital memory, the NLA has recognised the value of sharing information and learning from others. Its participation in partnerships, commitment to communication, and its development of mechanisms, such as the PADI service, for comparing approaches and reviewing developments, are testament to its view that our digital memory will be best nourished by working together.

NB: special thanks to Gerard Clifton and Shelly Grant, National Library of Australia, who provided information for sections of this article.

(16) PadiUpdate; <http://www.nla.gov.au/padiupdate/>

Documents numériques : des projets sous le signe de la coopération

La Bibliothèque nationale d'Australie s'emploie à pérenniser l'accès à l'information numérique. Elle voit dans la coopération entre les institutions l'un des moyens les plus efficaces de mener à bien ce projet. En matière d'archivage, elle a d'ores et déjà travaillé à constituer PANDORA, en collaboration avec d'autres bibliothèques ou centres d'archives.

Elle a en charge la préservation des documents qui sont ainsi accessibles en ligne, mais aussi celle des disquettes, cédéroms ou copies de documents analogiques contenus dans les collections. Le programme de numérisation commencé en août 2001 doit aboutir en juin 2002 à la production de 40 000 copies numérisées.

La Bibliothèque nationale d'Australie s'engage aussi dans un programme de numérisation de son patrimoine sonore. En mars 2002, 380 heures sont déjà stockées et des copies disponibles via Internet. Là encore, c'est sous le signe de la coopération que s'est déroulé ce projet.

Elle a encore créé un site d'information sur la préservation des documents numériques, PADI, pour lequel elle recherche aujourd'hui de nouveaux partenaires.

C'est donc bien en appelant au partage des compétences qu'elle entend développer son patrimoine numérique.

Documentos digitalizados: proyectos bajo el signo de la cooperación

La Biblioteca Nacional de Australia está trabajando en perpetuar el acceso a la información digital. La Biblioteca encuentra en la cooperación entre las instituciones uno de los medios más eficaces para llevar a cabo este proyecto. En materia de archivo, la misma desde ahora trabaja en la creación de PANDORA, en estrecha colaboración con otras bibliotecas o centros de archivo.

Tiene a su cargo la preservación de documentos a los que se puede tener acceso en línea, pero también en disquetes, CD-ROM o copias de documentos analógicos contenidos en las colecciones. El programa de digitalización se inició en agosto de 2001 y deberá concluir en junio de 2002 con la producción de 40 000 copias digitalizadas.

La Biblioteca Nacional de Australia trabaja también en un programa de digitalización de su patrimonio sonoro. En marzo de 2002, ya se han almacenado 380 horas y existen copias disponibles vía Internet. Allí igualmente se está llevando a cabo el proyecto bajo el signo de la cooperación.

Asimismo, ha creado un sitio de información sobre la preservación de los documentos digitalizados, PADI, para el cual actualmente está buscando nuevos miembros.

Es entonces mediante la práctica de compartir competencias que la Biblioteca Nacional de Australia se propone desarrollar su patrimonio digital.

IFLA/PAC Regional Center in Moscow



by
Galina Kislovskaya,
Director



Networking as an underlying principle of IFLA/PAC Regional Center (RC) in Moscow activity has been applied in a variety of services, working patterns, forms of training. Probably more in training since lack of expertise in preservation on a vast territory was a predominant concern of RC staff from the very beginning of its existence (1997).

Seminar with colleagues from Austria (Moscow, 2001)

It was more than natural that having emphasized a vital need and value of training in its long term strategy, the RC had to find adequate methods, topics and resources for outreaching as far as Central Asia and Far East.

Seminar in Azerbaijan (Baku, 2000)

Training packages in preservation management covering selection criteria for different types of treatment of various types of materials, setting up preservation programs, methodology of assessing physical condition of collections, fund raising and budgeting issues, low cost preservation policies including handling practices and minor repair have been selected as pertinent in all the libraries RC dealt with because managerial problems have been as common as multiple. A total of 30 seminars were held over the period 1997-2001 in addition to separate lectures and reports on conferences.

Workshops on minor repair in Baku (2000) and Briansk (1999)

Much of the current concern has been given to internship for training conservators from different countries and a great variety of institutions: libraries, archives, museums.

Over the years as an outcome of developing traditional forms of training like seminars, round tables, conferences, internships there emerged a feeling that in the networked computing era a distance between Moscow and libraries located in Eastern Europe and CIS might have been shorter if only specialists in preservation relied more on telecommunication. Distance alongside with lack of money have been stumbling factors for regular and systematic training courses in preservation but at the same time they turned out to be a push to take advantage of the power of digital channels of communication.

One of the challenges was the choice of appropriate technology. With the increased access to Internet the



quality of access in Eastern Europe, CIS, Mongolia is still beyond criticism with very few exceptions. An alternative was found: ISDN channels as a delivery vehicle that guarantees excellent quality for very particular purposes.

The Library for Foreign Literature that is hosting a RC has been a long partner of a Russian Association of Telemedicine affiliated to Bakulev Research Institute of Cardiovascular Surgery. The Association has been involved in setting up and maintaining library LAN. In 2001 the Association offered to extend RC contacts in Russia through videoconferences that have been intensely used by medical community in a number of cities connected with Bakulev Research Institute by ISDN channels.

Bearing in mind distance and economic considerations RC staff decided to organize a pilot video training with Ulyanovsk Regional Library to test the feasibility of a new approach.

By now the list of the cities and consequently of libraries included into training programming is not so impressive, but there is a clear evidence of the cost effectiveness of distance training.

Just to give IPN readers a sense of distance this is a small map that shows RC partners of distance training project which will be launched in 2002.

Content of distance training was considered very carefully. Two basic topics evolved from previously designed and successfully run trainings in preservation management and minor repair. A continuing needs assessment was a selection mechanism for formulating the content side of the project.

The first video training on minor repair for colleagues from Ulyanovsk has significantly changed the initial scenario and gave invaluable experience for enhancing the quality of training. Most important lessons gained from the pilot training are the following:

- trainees have to get printed hand-outs long before training to get acquainted with certain basic concepts, terminology, list of materials and equipment used in minor repair (RC has files with this information to be sent long in advance)
- there should be no more than four trainees at a time
- trainees should be active participants not just spectators

- one training session should last no longer than two hours and be focused on one operation only (for example treatment of bindings with different leaf attachment, sewing through the fold, recasting etc)
- each trainee has to have a preliminary prepared set of simple tools and materials
- there should be a follow-up training with the same people.

No doubt that future experience will add more quality and preciseness to the original frame of distance learning and education. Meanwhile the idea to involve preservation specialists and library managers into active on-line discussion of urgent and practical preservation issues led to setting up (at the end of 2001) a list-serve "Preservation" as a form of personalised training. The RC staff hopes that this well-established form of communication of librarians in Western Europe, USA and Canada will be exploited to its full potential in Eastern Europe and CIS.



Le réseau : un principe de base

La notion de réseau est aujourd'hui fondamentale pour le centre PAC de Moscou. Elle a trouvé des applications dans différents domaines, particulièrement celui de la formation.

Pendant les cinq dernières années, plusieurs dizaines de séminaires et de conférences se sont tenues à Baku, Briansk et Moscou, abordant bien sûr les problèmes de préservation et de restauration légère, mais aussi la question de la gestion. La distance et le manque de moyens n'ont pas permis d'organiser des sessions de façon régulière ; pourtant, cette situation a trouvé son envers positif puisqu'elle a fait naître l'idée de tirer profit des nouveaux réseaux de télécommunications.

Une collaboration étroite avec l'Association russe de Télé-Médecine a permis de mettre au point une première session d'enseignement à distance par vidéo-conférence avec la Bibliothèque régionale d'Ulyanovsk. Cette expérience a été riche d'enseignement quant à l'organisation des formations (nombre de participants, durée des sessions, suivi...).

Les sessions à venir permettront d'enrichir et de peaufiner ce cadre de départ.

La red: un principio básico

La noción de red hoy en día es fundamental para el centro PAC de Moscú. Tiene aplicaciones en distintos campos, particularmente en el de la capacitación.

Durante los últimos cinco años, se han realizado varias decenas de seminarios y conferencias en Baku, Briansk y Moscú, abordando evidentemente los problemas de preservación y restauración ligera, pero también el aspecto de la gestión. La distancia y la carencia de medios no han permitido organizar sesiones de manera regular; sin embargo, esta situación ha mostrado su lado positivo ya que dio lugar la idea de sacar provecho de las nuevas redes de telecomunicaciones.

Una colaboración estrecha con la Asociación Rusa de Telemedicina ha permitido realizar una primera sesión de educación a distancia mediante videoconferencias con la Biblioteca Regional de Ulyavosk. Esta experiencia ha sido rica en el aprendizaje acerca de la organización de los cursos de capacitación (número de participantes, duración de las sesiones, continuación...).

Las sesiones futuras permitirán enriquecer y perfeccionar este punto de partida.

Sinistres : un plan d'urgence pour le sauvetage des collections

Disaster Planning

par Jean-Pierre Roze,
Conservateur à la Bibliothèque nationale de France, chargé de la mise en place d'un plan d'urgence.



by Jean-Pierre Roze,
Librarian, in charge of setting up a disaster plan, National Library of France

La mise en place d'un plan d'urgence implique de prévoir les différents risques de sinistres encourus par les collections et de préparer les interventions de sauvetage. On distingue d'ordinaire les sources suivantes :

Catastrophes naturelles	Catastrophes provoquées ou accidentelles
Ouragans, orages, foudre	Actes de guerre et de terrorisme
Inondations/ crues des cours d'eau	Incendies
Tremblements de terre	Inondations accidentelles
Eruptions volcaniques	Explosions
Tempêtes de sable	Accidents liés à l'usage de produits chimiques
Raz-de-marée	Vol, vandalisme, violences
Agents biologiques (insectes, rongeurs, bactéries, champignons)	Vices de construction des bâtiments ou conséquences d'un défaut d'entretien

Adopter une méthode simple et efficace

La mise en place d'un plan ne peut se faire sans la volonté ferme du personnel d'encadrement qui dégage ensuite les moyens nécessaires.

Un plan d'urgence doit être écrit clairement de façon à être immédiatement compris de tous. Il est mis à jour très régulièrement et diffusé aussitôt à l'intérieur et à l'extérieur de l'établissement. Des documents simples dont la réactualisation, le tirage, la diffusion soient possibles avec les moyens courants sont nécessaires à cette information.

Setting up an emergency plan means assessing the various risks of disasters and preparing the rescue of collections. Two types of disasters may be distinguished:

Natural disasters	Man-made or accidental disasters
Hurricanes, storms, lightning	Acts of war and terrorism
Floods, rises in the water level	Fires
Earthquakes	Accidental floodings
Volcanic eruptions	Explosions
Sandstorms	Accidents due to the use of chemical products
Tsunamis	Theft, vandalism, violence
Biological agents, (insects, rodents, bacteria, molds and fungi)	Building or maintenance deficiencies

A simple and efficient method

Setting up a disaster plan cannot be achieved without the firm involvement of directors; from this point on, financial means can be devoted to its application. An emergency plan needs to be clearly drafted in order to be immediately understood by the people involved. Information must be regularly updated and documentation distributed in and off-site. Meetings are necessary to prepare the plan. The main elements to be taken in account are the following.

L'élaboration du plan nécessite des réunions qui peuvent être tenues avant d'avoir réuni les moyens en crédits et en personnel. Des éléments essentiels doivent être pris en compte. Il faut :

- bien définir les objectifs et le moyen de les porter à la connaissance de tous,
- établir la méthode de consultation des différentes instances de l'établissement,
- établir la méthode d'élaboration (composition du groupe de travail ou de l'équipe de préfiguration),
- se fixer impérativement un calendrier de travail,
- faire un point régulier sur l'avancement des travaux à l'attention de la hiérarchie et des personnels.

Les diverses étapes du travail

La première étape consiste à estimer les risques réels de sinistres. C'est leur repérage qui permettra d'organiser la prévention ou le sauvetage. Il y a intérêt à constituer un groupe de travail pour cet « état des lieux » (représentants du service chargé des travaux et de l'entretien des locaux, des services responsables des collections et de la conservation, la ou les personnes chargée(s) de la mise en place du plan).

Selon les moyens et le temps dont on dispose, il peut y avoir deux façon de procéder :

- rassembler les observations faites dans ce domaine au cours des années passées en se disant que les ennuis déjà rencontrés sont susceptibles de se renouveler (consultation d'archives, interrogation des anciens ...);
- après avoir consulté les archives, faire une visite approfondie des bâtiments pour repérer les risques potentiels.

Ce travail s'appuie sur une grille d'analyse dont le contenu est devenu classique tant elle a été peaufinée après plus de vingt ans d'application dans les pays anglo-saxons. Il peut être nécessaire de recourir en outre à des audits externes.

Facteurs de risques

Il faudra tout d'abord tenter d'identifier en relation avec le contexte géographique, climatique, urbain, industriel ou rural, éventuellement politique et social, tous les facteurs qui peuvent être à l'origine d'un sinistre.

La proximité d'un cours d'eau peut être révélatrice mais il faut aussi connaître l'état de la nappe phréatique, les moyens de protection contre la foudre, les risques industriels (accidents, pollutions, infestation); la proximité de voies ferrées, d'habitations, d'arbres, d'antennes est aussi à prendre en considération. Quels sont les risques de pluies diluviennes, d'inondations, d'un fort ensoleillement, notamment en cas de grands espaces vitrés ?

Il faut aussi envisager les intrusions. Les accès (accès/publics, accès/personnels, parkings) sont-ils surveillés et comment ? A-t-on déjà repéré des actes de vandalisme ? De quel ordre ?

Mais les risques peuvent aussi tenir au bâtiment lui-même, à son état, à l'utilisation qui en est faite. On se renseignera

It is necessary to have:

- elaboration of a strategy,
 - methods for consulting various library decision-makers,
 - a method for implementation (how to form the working team),
- and to:
- define deadlines,
 - draw up reports regularly for directors and staff.



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Burnt documents

Action procedure

The first step consists in assessing the various risks. As soon as they are identified, prevention and rescue steps can be organised. It is better to appoint a staff team to carry out this "inventory".

The members will:

- gather information which has been collected and observed over the years; disasters that have occurred in the past may be encountered over and over again,
- examine archives and carry out a careful building inspection to assess potential risks.

Risk factors

As we identify the factors that may be at the origin of a disaster, we must not forget to focus on the context (topographic, climatic, urban, industrial, rural, political, social). For example, the proximity of a river becomes a relevant observation; yet, we also need to know the characteristics of the ground water, protection measures against lightning and possible industrial risks. The proximity of railways, housing, trees, aeriels must be taken into account too. What are the risks of torrential rains, flooding, intense sunlight (in case of windowed areas)? We need to care about intruders. Is building access secured? How? Have acts of vandalism ever been committed?

But the risks may also be linked to the building itself. Is it steady, fire-proof? How are the roofs, slabs, draining pipes...?

In order to assess fire risks, we need to be familiar with prevention measures; for example how many fire

sur la stabilité du bâtiment, la résistance au feu des divers éléments qui composent sa structure, l'état des toitures, des dalles, des évacuations d'eaux pluviales et eaux usées, des huisseries, des plafonds et autres structures des hauteurs.

Afin de mesurer les risques d'incendie, on cherchera à se renseigner sur la répartition des murs et portes coupe-feu. Les collections sont-elles partout suffisamment distantes des installations électriques de chauffage/ventilation/climatisation, des installations mécaniques? Utilise-t-on des radiateurs électriques/ ventilateurs ou autres appareils volants? Le courant est-il coupé la nuit et en période de fermeture? Fume-t-on dans les magasins, bureaux ou espaces d'accueil? Si des espaces sont réservés ailleurs à cet effet, comment sont-ils situés par rapport aux magasins? Quels moyens sont utilisés pour recueillir mégots, allumettes ou briquets?

Mais il faut aussi se prémunir contre les moisissures et les insectes, réserver des espaces éloignés des collections pour consommer boissons et nourriture, recenser les endroits où sont entreposés les produits d'entretien, produits chimiques, inflammables ou susceptibles, en se répandant, de créer des dégâts.

Il est possible d'assurer une prévention active face aux divers dangers. Lors de gros travaux d'aménagement, on doit par exemple prendre toutes les précautions utiles pour ne pas ébranler les éléments porteurs, respecter les charges prévues pour les planchers.

Moyens de surveillance/détection

On fera par ailleurs un inventaire exhaustif des moyens de détection et d'alarme dont le bâtiment est équipé (détecteurs de fumées ou de chaleur, détecteurs de feu). On veillera à ce que bris-de-glace et coup de poing soient d'accès facile et judicieusement placés, à ce que les alarmes fonctionnent et soient clairement identifiables. On se renseignera enfin sur les rondes, la surveillance des accès, éventuellement des véhicules entrants, des sacs et bagages, des alarmes anti-intrusion. Les alarmes sont souvent renvoyées vers un poste central de sécurité dont on se fera expliquer le fonctionnement.

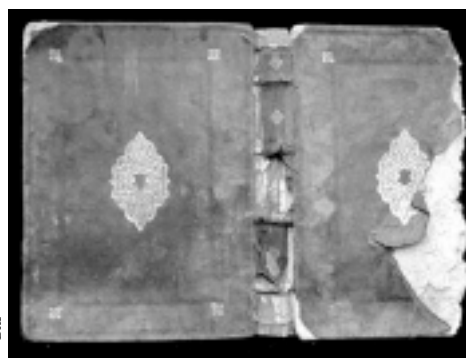
De plus en plus d'établissements sont équipés d'un système d'extinction automatique. On étudiera particulièrement son fonctionnement. Les systèmes de type Sprinkler sont très répandus, mais ont l'inconvénient de répandre de grandes quantités d'eau. De nouveaux systèmes par nébulisation projettent des quantités d'eau bien inférieures. La forte pression qui s'en dégage a des effets fulgurants sur les flammes et les dommages sont bien moindres. L'installation est peu coûteuse, discrète, respectueuse de l'environnement; mais on ne trouve pas encore partout des installateurs patentés.

Des moyens manuels (robinets d'incendie armés-RIA, extincteurs) viennent éventuellement compléter les précédents. On vérifiera leur répartition en relation avec la nature des risques majeurs recensés dans chaque espace, et leur accessibilité.

doors are distributed throughout the building? Are the collections far enough from electrical and mechanical installations? Do we use electrical heaters or fans? Is the power cut off at night and while the library is closed? Do employees normally smoke in storing areas, in offices? If areas are specially reserved for smokers, are they far enough from storing areas? How are cigarette butts, matches and lighters managed?

It is important to be protected as well from mold and insects; special areas need to be designated for eating and drinking. Places where cleaning, chemical or inflammable products are stored must be clearly identified.

It is possible to take efficient preventive measures according to the risks. For example, in case of an important building renovation work, it is necessary to be respectful of the weight that can be supported by floors.



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Book cover damaged by a rodent

Surveillance and detection measures

It is quite necessary to draw up an exhaustive inventory of detection and alarm measures. Emergency equipment (fire boxes) and alarms must be easily accessible. We must gather information about rounds and safety measures. Alarms are often sent back to a central security room; it is important to be familiar with the functioning of such systems.

Many institutions are provided with an automatic extinguishing system. Sprinkler systems are widely employed, but one major risk is to spread large quantities of water. New mechanisms (by nebulization) spread less water and extinguish flames thanks to a strong-pressure system. The device is cheap and discreet, respectful of the environment, however, we do not find licensed engineers everywhere.

Manual equipment (extinguishers) may be complementary. Their location must be chosen carefully in close relationship with the main risks assessed in the area. We must regularly check that this equipment works properly and that collections are in good condition. We also need to get familiar with the method for collections evacuation in case of armed conflict.

Toutes ces installations doivent être entretenues régulièrement. Des opérations de contrôles de l'état des collections doivent également être menées.

On se renseignera sur l'existence d'un plan d'évacuation des collections en cas de conflit armé, sur la disponibilité d'équipes de secouristes.

Mise en place d'un plan d'urgence

Il convient que la Direction établisse clairement les responsabilités de chacun à l'intérieur d'un processus d'urgence. Une liste de personnels de différentes spécialités sera constituée. Les personnels sont des volontaires agréés et formés, qui demeurent dans le voisinage ou peuvent se déplacer rapidement, et acceptent d'intervenir à tout moment pour participer à ces sauvetages. Chaque membre des équipes de sauvetage recevra une formation aux situations d'urgence ainsi qu'une préparation psychologique. L'assistance de spécialistes (pompiers, services de secours) permettra de rédiger des instructions adaptées à chaque étape d'intervention : selon les diverses familles de sinistres, les types de support pourront varier (fiches plastifiées en cas d'inondation par exemple). Il faudra créer des dépôts de fournitures et de matériel nécessaires pour mener à bien les opérations. Quand les circulations horizontales prédominent, il est préférable de prévoir des chariots. Dans des bâtiments plus anciens où les niveaux multiples s'enchevêtrent parfois de façon fort complexe, des cantines seront plus appropriées. Attention, en situation normale, l'accès à ces dépôts doit être contrôlé ; en cas de sinistre, l'accès doit en être facile et immédiat.

Pour assurer le renouvellement de ces fournitures et la transmission régulière des informations, les tableaux de permanence, l'organisation des formations, il convient de mettre en place une cellule de veille. La formation, adaptée au rôle de chacun doit permettre de consolider les acquis de la formation initiale et d'assimiler les évolutions probables du plan. La cellule de veille favorisera aussi la constitution systématique de copies de sécurité des documents mais aussi des catalogues, banques de données, etc. Il lui reviendra également d'établir ou de coordonner l'établissement systématique de documents de travail : plans des bâtiments par étage avec indication des différentes affectations et notamment des lieux de stockage des collections, des fenêtres et trappes de ventilation, des portes et issues de secours, des moyens de prévention et de détection (détecteurs, extincteurs...) des points de coupure ou



© Paul Almay/AKG Paris

University Library of Algiers destroyed during the Algerian war (1954-62)

Setting up a disaster plan

The responsibilities must be strictly defined in the emergency measures. People with emergency responsibilities are registered on a list. They come from different teams; they are licensed and trained (physical and psychological training) volunteers. They live next to the library and/or can be on-site quickly to take part in the rescue. Professional help is useful for drawing up rescue procedures. In case of flooding, the instructions must be written on laminated cards.

Deposits are necessary to store emergency supplies; in daily life, access to these areas must be strictly checked; in case of disaster, it needs to be easy and fast. A surveillance team is in charge of replacing emergency supplies, transmitting information and setting up training sessions. Its members systematically make security copies of items and draft documents which are particularly useful in case of emergency: building plans (floor plans including storage areas, windows, emergency exits, prevention and detection measures...).

Elements for a basic training programme

- based on a training session at the National Library of France

The training must be given to the staff as a whole.

It should focus on:

- various types of risks
- prevention measures (security procedures)

- detection measures (the different alarms and their location in the building, the visit of the central security room)
- first response measures:
 - place and handling of extinguishers,
 - demonstration by firemen,
 - details about the emergency plan.

The second part of the training is more technical and deals with the rescue of water-damaged documents. It is based on instructions (laminated cards) and consists in learning:

- how to provide with adequate equipment,
- dos and don'ts,

- how to handle, sort and transport water-damaged documents,
- where to move and store such documents, taking into account their dampness,
- to locate molds.

d'arrêt d'urgence, des installations électriques, des ascenseurs et monte-charge, des conduites de fluides (eau, chauffage, ventilation etc). On y indiquera aussi le moyen d'accéder aux espaces protégés.

Comment établir les priorités d'intervention ?

La valeur patrimoniale, artistique, historique, économique du document est à prendre en compte. On considère aussi le caractère unique ou irremplaçable de certaines pièces (manuscrits, dessins et estampes, données informatiques, originaux photographiques ou matrices de documents sonores). Le degré de fragilité des supports, qu'il s'agisse de parchemin, de papier, d'ivoire, est enfin un critère d'importance.

How to define salvage priorities?

One must consider the cultural, artistic, historical and economical significance of a document as well as its uniqueness (manuscripts, drawings and prints, computer data, negatives, matrix of sound documents...) and the fact that it is irreplaceable. The fragility of the documents (parchment, paper, ivory...), also needs to be considered.

Contenu d'une caisse ou d'un chariot de premier secours (dommages dus à l'eau)

- lampe torche électrique professionnelle avec une pile neuve non installée,
- gants, bottes, tabliers, masques anti-poussière, bande rouge/blanche d'interdiction d'accès,
- éponges, serpillières, rouleaux de papier de ménage,
 - sacs de congélation/lyophilisation,
 - seau ou cuvette plastique,
 - exemplaire des instructions/plans/ fiches techniques à l'épreuve de l'eau,
 - papier, étiquettes, feutres indélébiles, etc, selon le mode d'étiquetage et de listes retenu.

Rescue Kit contents (water damages)

- a professional electric light with a sealed package of new batteries,
- gloves, boots, overalls, masks, red and white "no entry" tape,
- sponges, floorclothes, paper towels,
- freezer bags,
- plastic buckets or bowls,
- rescue procedures, plans, laminated emergency cards,
- paper, stick-on labels, permanent markers.

Liste des objets ou des documents à sauver en priorité (avec plan)

Il conviendra d'indiquer très précisément où se trouvent ces documents (étage, pièce, travée...). En situation d'urgence, l'autorisation d'accès aux locaux sinistrés est limitée à une très courte durée ; il convient d'aller à l'essentiel. Les renseignements concernant ces documents et leur localisation doivent être connus d'un nombre restreint de personnes, afin de limiter au maximum les risques de vols.

On vérifiera si l'existence éventuelle de chambres fortes permettrait de laisser en place leur contenu et de s'occuper d'autre chose. Encore faut-il être certain qu'elles résisteront aussi bien au feu qu'à l'eau ou aux infestations.

La cellule tiendra à jour une liste de personnes/entreprises-ressources à contacter en cas de situation imprévue ou de complément d'information nécessaire au traitement du sinistre, mais aussi une liste des locaux de proximité pouvant être utilisés pour le traitement ou le stockage provisoire des collections déplacées.

Document prioritization

The location of certain prioritized documents must be clearly mapped out (floor, room, corridor...). Since we have limited time to spend in the damaged area, we must go directly to the prioritized items. Information concerning these documents must be given to a small number of individuals, in order to minimize the risks of theft.



Eléments d'un programme de formation

• sur les bases d'une journée de formation mise en place à la BnF

La formation vise à être dispensée à l'ensemble des personnels. Elle porte sur :

- les différents types de risques,
- les moyens de prévention : explication des consignes de sécurité,

• les moyens d'alerte, les différentes alarmes et leur localisation, une visite du PC de surveillance,

• les moyens de lutte en première intervention :

- localisation et maniement des extincteurs et des robinets d'incendie armés (RIA)

- démonstration d'une intervention par la brigade de sapeurs-pompiers

- explications sur le plan d'urgence.

Une seconde partie de la formation, plus pratique, est orientée vers le sauvetage des documents inondés et s'appuiera sur des fiches de consignes que chacun

conservera ensuite. Elle consiste à apprendre :

- à s'équiper,
- les gestes à faire et ceux qu'il faut éviter,
- à saisir, conditionner et transporter les documents mouillés,
- où les transporter et les stocker selon leur degré d'humidité,
- à repérer les moisissures.

Tout cet ensemble, même s'il a été constitué en totale concertation, aura intérêt à faire l'objet d'une approbation formelle par les instances appropriées de l'établissement. Il conviendra ensuite de diffuser largement aux intéressés les documents d'information (formulaires de commandes, d'habilitation pour effectuer les démarches relatives à la mise en œuvre de ces solutions d'urgence, informations administratives).

Si le plan d'urgence d'un établissement est pour une partie de son contenu relativement confidentiel, il convient toutefois de lui assurer une diffusion permettant de le rendre accessible en toute circonstance à ceux qui auront la charge de le mettre à exécution. Il faut aussi penser à le diffuser aux pompiers et autres organismes de secours ou autorités concernés.

Le déroulement d'une opération d'urgence sera évoqué dans un article ultérieur.

The members of the surveillance team must update the list of these individuals and the list of areas where damaged collections may be stored.

The disaster plan needs to be formally accepted by directors. Although documentation may be widely distributed, the plan needs to remain partly confidential; nonetheless, it must be accessible at any time by people who have emergency responsibilities. It must also be distributed to firemen and other emergency units.

The course of an emergency operation will be developed in a future article.

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Conservation préventive du patrimoine documentaire. CD-Rom produit par IFLA/PAC à la demande du sous-comité technique « Mémoire du monde »

de l'UNESCO, avec le concours de la Mission de la Recherche et de la Technologie du Ministère de la culture et de la communication. UNESCO, Paris, 2000.

Un chapitre est consacré à la prévention des sinistres dans les bibliothèques et les centres d'archives. Bibliographie et liste de sites internet.

Safeguarding our Documentary Heritage

CD-Rom produced by IFLA/PAC, commissioned by UNESCO, "Memory of the world" programme, with the support of the Ministry of Culture, UNESCO, Paris, 2000.

One chapter focuses on the prevention of disasters in libraries and archives centres. Bibliography and list of web sites.

Des manuels nourris de l'expérience des pays anglo-saxons Anglo-Saxon countries as an example

MARELLI (N.), *Les sinistres : prévention et planification d'urgence, comment prévenir la perte des documents d'une organisation lors d'un sinistre*, Archives, 1991, Vol 22, n°3, p3-27.

FORTSON (J.), *Disaster Planning and Recovery*, Neal-Schuman, N.Y., 1992, How-to-do-it manual for librarians and archivists: 21.

KAHN MIRIAM (B.), *Disaster Response and Planning for Libraries*, American Library Association, 1998.

Preservation of Library and Archival Material: a Manual, Northeast Document Conservation Center (site internet www.nedcc.org)

On trouvera largement commentés dans ces manuels les installations et moyens de prévention, les éléments d'un plan type, des fiches techniques permettant de faire face aux différents types de dommages rencontrés, des modèles de listes de matériel et de fournitures. Cependant, les listes d'adresses américaines ne sont guère utilisables.

About equipment and prevention measures, main features of a disaster plan, technical cards corresponding to every kind of damage, lists of equipments and supplies. Unfortunately, the list of american addresses is not very useful.

Les derniers états de quelque plans éprouvés Tested plans

Le site internet Conservation on line (COOL) <http://palimpsest.stanford.edu/> permet de retrouver de nombreux sites relatant les expériences de plus de vingt établissements.

The web site Conservation on line (COOL) <http://palimpsest.stanford.edu/>: numerous sites covering the experience of more than twenty institutions.

La transposition de ces expériences dans le domaine francophone

Guide d'élaboration d'un plan d'urgence, préparé par le Groupe de travail sur la conservation des collections du sous-comité des bibliothèques, Conférence des recteurs et principaux des universités du Québec, Bibl. nat. du Québec, Montréal, 1995.

Contient des principes de base pour l'élaboration d'un plan, mais aussi des conseils pour faire face à différents types d'incidents rencontrés dans un établissement (blessures, agressions, etc), thèmes rarement abordés dans les autres publications.

VALLAS (PH.), *Les interventions d'urgence*. « Protection et mise en valeur du patrimoine des bibliothèques », DLL, Paris, 1998, p. 135-140.

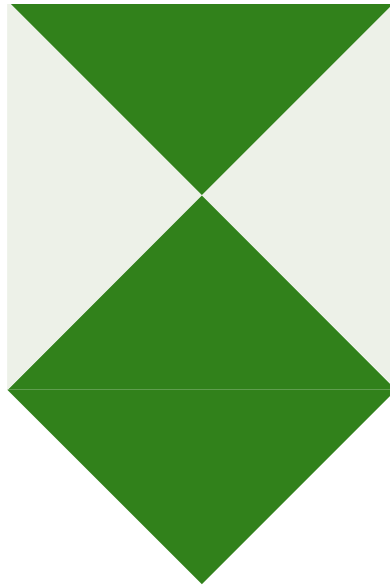
Modèle de plan de prévention des sinistres pour les musées, les centres d'archives et les bibliothèques. Elaboré par Maine & Associates entre 1990 et 1993, version française effectuée par le Centre de conservation du Québec, adaptation pour l'utilisation en France par Éléonore Kissel (1999) diffusé par l'Office de coopération et d'information muséographique (OCIM), Dijon (sur commande).

Thèmes principaux : prévention des sinistres, évaluation des risques, matériel et procédures d'intervention, critères de choix pour l'ordre rationnel du sauvetage. Chacune des parties comprend des conseils de base et des listes pratiques (grille pour l'évaluation des risques, listes de fournitures et de matériel...).

Ohrid Declaration on the Protection of Cultural Heritage in the Event of Armed Conflict

The participants of the Urgent Regional Workshop "The Cultural Heritage at Risk in the Event of Armed Conflict-Macedonia Case" held in Ohrid, Republic of Macedonia, 20-24 February 2002:

- expressing sincere gratitude to the organizers - the Macedonian National Committee of ICOMOS and the State Institute for Protection of the Monuments of culture for their extraordinary efforts and dedication to organize this topical, very specific regional international workshop as well as the Ministry of Culture of the Republic of Macedonia and the Embassy of the Kingdom of the Netherlands in the Republic of Macedonia for their full support of this Urgent Workshop;
- welcoming the readiness of Macedonian authorities for comprehensive presentation of the "Macedonia Case" in conditions when certain animosities and military activities are still going on in the Republic of Macedonia and the access to the areas where damaged, looted or destroyed monuments of culture is not everywhere allowed and many sites are dangerous to visit;
- recalling the Hague Convention of May 14, 1954 on protection of cultural assets in the event of armed conflict and accompanying acts;
- aware that the protection of cultural assets in the event of armed conflict is a very complex



system of measures, activities and procedures the implementation of which is conditioned by a large number of internal and external factors and considering that the international model of military-humanitarian protection does not provide always the expected results;

- being however sure that the negative impact of the military activities may be diminished by timely and systematic implementation of appropriate measures of protection and preservation of the cultural assets;
- taking the "Macedonia Case" as a pretext; with the aim of stimulating the process of upgrading and implementation of national models of cultural heritage protection in the segments that are the subject of organized activity before, during and after the armed conflicts;
- **based on proposals from the working groups and deliberations during the final**

plenary session have adopted on February 22, 2002 as a final act of the Urgent Regional Workshop the following Ohrid Declaration:

I Activities before
the armed conflict

1 - Awareness increase

It is recommended to give a greater stress to the increase of protection awareness.

Such campaigns should be directed to two main directions:

- a) the general public,
- b) particular target groups as the politicians, legislators, the military, law enforcement bodies and the customs.

The campaign should be carried out through all relevant channels including the media. In areas where this is the feature, cultural diversity should be promoted from the aspect of cultural heritage. It is desirable that the general public sensibilisation is made through special information programs and projects and the sensitivisation of the particular target groups through special training programs and projects.

2 - Identification of protected assets

To facilitate the identification of unmovable and movable assets being the subject of protection in case of armed conflict it has been considered that wherever this has not been done, a particular stress should be given to the establishment and regular updating of the national and other inventories of protected

assets. Such inventories may be kept in the classical as well as in electronic form. It is recommended that the identification of the protected assets be facilitated through topographic maps especially for the assets that are of international, national and regional significance. The topographic maps should be updated and include all possible actual changes.

3 - Technical measures

At peace time, beside regular conservation-restoration works and other measures of technical protection particular importance should be given to the preparatory efforts for preservation of the cultural assets from consequences of the armed conflict. These measures include primarily planning of urgent measures for the protection of the assets from the risks of fire or destruction, preparation for evacuation of movable assets and procurement of appropriate materials for assets protection in situ. This concerns special measures of architectural nature, provision of save shelters, elaboration of evacuation plans, provision of appropriate packing materials etc.

4 - Risk assessment

The risk assessment plans should be regularly updated and revised to respect all factors of risk, natural as well as those manmade. Such plans should include but not be limited to active protection of the unmovable and movable assets, evacuation and emergency planning.

5 - Military measures

It is recommended that all members of the military and security agencies are familiar with the location and history of cultural assets especially those that are of international, national and regional significance. Also, relevant military training should

include special courses that will enable good knowledge of the 1954 The Hague Convention and its follow up documents as well as knowledge of other international agreements on cultural heritage protection.

6 - Administrative measures

To be able to manage eventual consequences of an armed conflict or natural disaster, all relevant administrative structures should be strengthened. Such strengthening should reflect on the collaboration with all other actors as education and scientific institutions and the non-governmental organizations on cultural heritage.

7 - Legal measures

Having in mind that the international agreements even those that refer to the cultural heritage have legal jurisdiction only in the countries that have ratified them, namely accepted them, we appeal to the countries that have not done so yet, to become signatories to all relevant international agreements on cultural heritage protection including the Second Protocol to The Hague Convention adopted in 1999. Also it has been recommended that laws and other national regulations be adopted for the implementation of ratified international agreements on cultural heritage protection in case of armed conflict as well as for other international agreements on this topic.

8 - Bilateral agreements and regional cooperation

With the aim to strengthen the existing frames of cultural heritage protection every state should make the efforts to conclude bilateral agreements with the countries in the broader region to which it belongs thus advancing regional cooperation.



II Activities during the armed conflict

9 - Protection implementation matrix

Relevant international agreements in the field of military and humanitarian law basically provide for immunity of the cultural assets through differentiated regime of general, special and strengthened protection. In this respect the responsibilities of the countries signatories of these agreements are clearly defined. On the other side, any national system for protection of cultural heritage regulates more or less the implementation of the cultural heritage protection in state of war through laws or regulations and other rules and the defense namely disaster emergency plans as well.

However, in practice, contrary to peacetime planning there is a need imposed for additional tasks and role determination for the various participants in relation to cultural heritage protection in armed conflict irrespective if state of war has been declared or not. In this respect it has been assessed that it is necessary to develop a generic model for determination of tasks through adoption of a



matrix for the protection of the cultural heritage in time of armed conflict.

This matrix may be used as a formula for checking i.e. a means of analysis.

The matrix itself indicates four categories of involved:

- a) civilian state authorities responsible for the cultural heritage protection (museums, libraries, archives, centers, laboratories etc.);
- b) parties in the conflict including "our own forces" and the "opposing forces";
- c) peace supporting forces;
- d) international and non-governmental organizations.

Each of these participants involved in the matrix has or may have a properly defined role and task depending on concrete circumstances. The basic tasks i.e. activities during an armed conflict as element of the matrix are listed under the headings bellow.

10 - Physical safeguard

To prevent the cultural heritage becoming a legal military target but also to avoid its destruction, burning, looting or any other act of vandalism, immediately after the outburst of animosity or immediately ahead of it, physical

protection of selected structures and site should be undertaken. There should be here an assessment of what kind of protection measures should be used to justify the deployment of guards.

11 - Monitoring

For certain selected sites and structures for which the measure of physical protection is not applied presence of monitors should be provided. The aim of this measure is to prevent destruction, looting and vandalism.

12 - Technical protection in situ

This measure is undertaken for most diverse kinds of structures and sites especially for those that have characteristically artistic and other contents. Based on previously provided appropriate materials (see heading 3 of this Declaration) technical protection is undertaken (walling up, earth fill, paving, strengthening etc.) based on appropriate order by the competent body.

13 - Dismounting

Certain composite parts of immovable cultural assets for which high degree of risk has been determined are dismantled and sheltered at an other appropriate place all in accordance with the plan and previous order by the competent body.

14 - Evacuation

Evacuation is implemented according set plans and when an evacuation order has been received. This measure involves special transport within the frontiers of the country but also on the territory of an other state and strict respect for predetermined procedures.

15 - Conservation measures

During the time of an armed conflict it is desirable to practice

only preventive conservation and other temporary measures of direct protection to prevent further destruction. The control of the physical state of the protected assets and documentation of changes is of extraordinary importance.

16 - Measure of precaution

During an armed conflict each responsible command has the responsibility to undertake measures of precaution from an attack and measures of precaution against the consequences of an attack. The first group of measures understands precaution in selecting the targets, means and methods of attack, while the second refers to dislocation of cultural assets that are found in the vicinity of military structures or provision of in situ protection if they are not dislocated and avoidance of deploying military means in the vicinity of cultural assets.

17 - Cooperation of military and civilian authorities

The civilian authorities and public services on cultural heritage which continue to work in conditions of military conflict coordinate their activities with the responsible military command and in this respect collaborate with the military units and personnel appointed for the cultural assets protection.

18 - Personnel identification

Civilian authorities and public services personnel for the protection of cultural heritage has to be provided with properly issued identification cards and armbands indicating applications of international identification marks set by the 1954 The Hague Convention. The identity cards and armbands should be prepared in accordance with national regulations even at peacetime and distributed immediately after the

start of animosities. The identity cards and armbands are also issued to other individuals in accordance with the Convention and The Rules for its implementation.

19 - Mediation, assistance

Beside the institutional frames of international control set by the Rules for Implementation of the 1954 The Hague Convention the practice has indicated the need to engage other participants. Most often these are the "Peace support forces" and a significant role may be played by the international governmental and non-governmental organizations as the UN, EU, ICRC, OSCE, the Blue Shield Organization etc. In this context the concept of "Civilian military cooperation" (CIMIC) is recommended.

20 - Investigations

During the armed conflict investigation and other activities in respect of discovering, apprehending and determination of criminal responsibility of perpetrators of war crimes against the cultural heritage should not be excluded as well as for the determination of other responsibilities of the perpetrators of crimes against protected assets.

III Activities after the
_____ armed conflict

21 - National Crisis Council

If this has not been already done during the armed conflict, it is recommended that a National Crisis Council be established i.e. a body with an appropriate other name as for example - National Council for Emergency Interventions. This Council should be composed by representatives of the various ethnic and religious groups if for the respective country on the territory of which the armed conflict is taking place such a structure is necessary. The activity

of such a body is significant especially in the conditions when it can not be determined with certainty if the armed conflict has ceased i.e. when the post-conflict period started.

22 - Priority list

It has been recommended to elaborate and adopt a priority list of endangered cultural heritage parallel with organized activities on determination of the war damage or immediately after that.

23 - Endangered cultural heritage

Efforts should not be spared to upgrade the laws of the national systems on cultural heritage protection where the laws of that field do not contain provisions on endangered cultural heritage as a specific and priority category. Also, according to the Priority List of heading 22 of this declaration, the endangered cultural heritage should be protected according to special programs or it should be given priority in financing and implementation of regular programs of the competent public services.

24 - Owner information

Proprietors and other owners of protected immovable and movable assets should receive all relevant information in respect of planned activities to rehabilitate the armed conflict damage from the competent bodies and public services. These should include conditions; procedures and manner in which they can execute their rights especially in case of subsidy, loans or other forms of assistance from the state including compensation for determined damage.

25 - Role of religious leaders

In countries or communities where more confessions exist and are active, if not done before or during the armed conflict, it is desirable

that religious leaders advocate the strengthening of confidence and respect for the cultural heritage irrespective of the confession to which it belongs. The making of separate or joint public statements may have great effect on the sensitivisation of the believers.

IV The "Macedonia Case"

26 - Concern, condemnation, encouragement, appeal

In respect of the destruction and damage to cultural assets in the "Macedonia Case" the participants of the Urgent Regional Workshop:

- a) express their deep concern for the state of the cultural heritage after the recent armed conflict;
- b) condemn manifested vandalistic, revengeful and other acts of violence against protected sacral monuments and other religious structures, but also of their use as military objects and attack targets;
- c) encourage the competent Macedonian authorities especially the governmental and non-governmental organizations in their efforts to provide greater voice to the "Case Macedonia" with all relevant information on the destruction and damage to cultural assets being distributed to interested international organizations;
- d) urge the international community, at the request of the Macedonian authorities or at their own initiative, to offer financial, technical and other kinds of assistance on a non-commercial base for the rehabilitation of the war damage on the cultural heritage and its reconstruction.

27 - National Blue Shield Committee

The establishment of a National Committee of the Blue Shield for Macedonia is recommended.

Déclaration de Ohrid sur la protection du patrimoine culturel en cas de conflit armé

Une conférence au sommet s'est tenue, du 20 au 24 février 2002, à Ohrid, dans l'ex-République yougoslave de Macédoine. Organisée par le Comité national de l'ICOMOS et l'Institut national pour la protection des monuments culturels, elle était financée par le Ministère national de la Culture et l'Ambassade des Pays-Bas.

Le 22 février, les participants ont édicté la Déclaration de Ohrid, dans laquelle ils font état des actions à mener, avant, pendant et après un conflit armé.

Avant un conflit armé, il convient de :

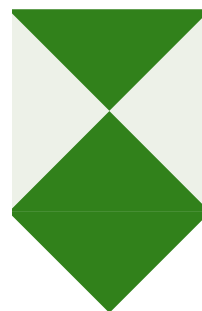
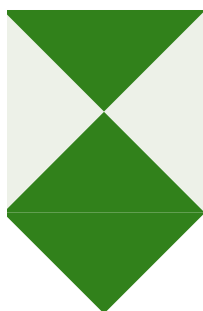
- sensibiliser aux risques,
- dresser un inventaire des biens culturels dont le sauvetage doit être assuré en priorité,
- envisager les mesures techniques de préservation,
- faire une évaluation régulière des risques.

Pendant le conflit, il faut :

- respecter la répartition des rôles de chacun,
- organiser la protection des documents menacés et, si nécessaire, leur évacuation,
- opérer en coopération avec les forces militaires d'intervention, et en relation avec les institutions internationales et non-gouvernementales.

Après le conflit, il est nécessaire :

- d'organiser, si cela n'a été fait auparavant, une cellule de crise,
- d'établir des priorités en matière de sauvetage des documents,
- de contacter les propriétaires des documents.



Declaración de Ohrid sobre la protección del patrimonio cultural en caso de conflicto armado

Del 20 al 24 de febrero de 2002 tuvo lugar una conferencia cumbre, en la ciudad de Ohrid, de la ex-república yugoslava de Macedonia. Esta reunión, organizada por el Comité Nacional del ICOMOS y el Instituto Nacional para la Protección para la Protección de Monumentos Culturales, fue financiada por el Ministerio Nacional de la Cultura y la Embajada de los Países Bajos.

El día 22 de febrero, los participantes promulgaron la Declaración de Ohrid, en la cual plantean las acciones a tomar, antes, durante y después de un conflicto armado.

Antes de un conflicto armado, es conveniente:

- crear conciencia de los riesgos,
- levantar un inventario de los bienes culturales a los cuales deberá asegurarse el salvamento de manera prioritaria,
- planear las medidas técnicas de preservación,
- hacer una evaluación regular de los riesgos.

Durante el conflicto se debe:

- respetar la asignación de los roles de cada uno,
- organizar la protección de los documentos amenazados y, de ser necesario, su evacuación,
- operar la cooperación con las fuerzas militares de intervención y en relación con las instituciones internacionales y no gubernamentales.

Después del conflicto, es necesario:

- organizar, si no se ha hecho previamente, un grupo de acción en situaciones de crisis,
- establecer las prioridades en materia de salvamento de documentos,
- contactar a los propietarios de los documentos.

The Preservation of Paper and Photographs,

Albany Museum
(Grahamstown)
April 8-12, 2002



A report by Johann Maree,
UCT Libraries (Cape Town)

This Seminar, held at the Albany Museum, Grahamstown, was presented by the Northeast Documentation and Conservation Center (NEDCC) in partnership with the South African Museums Association (SAMA EC, Eastern Cape) and the South African Paper Conservation Group (SAPCON).

It was funded in part by the Andrew W. Mellon Foundation, CLIR funds previously used for training initiatives in South Africa, UNESCO Memory of the World Programme, and IFLA.

The seminar was attended by an average of 35 participants representing 17 institutions in the Eastern Cape, the National Library of South Africa (2), the William Humphreys Art Gallery Kimberley (2), and National Libraries in Angola, Senegal and Nigeria (1 each).

Topics ranged from:

- deterioration of paper-based materials with special emphasis on photographic materials,
 - preventive conservation,
 - collections care with respect to climate,
 - storage and basic repair,
- to
- the preservation programme and risk assessment,
 - emergency planning and response,
 - preservation technologies including digitisation.

Broadly, the programme reviewed the problems facing conservators and curators derived from *Inherent vice* and gave guidance on how to go about tackling them.

This was an intense learning five day experience made of:

- formal lectures with concise overheads and/or abundantly illustrated with appropriate slides,
- practical hands-on exercises (identification of photographs),
- demonstrations of repair techniques,
- discussions in working groups (writing an emergency plan),
- panel discussions.

The amount of information conveyed was vast. Excellent hand-outs were made available to all participants as well as a personal manual arranged day-by-day according to the programme. In addition, a comprehensive text book on the *Preservation of Library and Archival materials*, was handed out.

How have we benefited from the seminar?

Nancy Tietz, one of the SAMA organisers and participants, wrote:

- the benefit from the hand-outs for reference use in our institutions was nonpareil;
- we have been alerted to “inherent vice”, i.e the risk for our collections to disintegrate because of component materials. We have learnt how destructive we might be in using photocopy machines spewing dangerous gases in collection areas for example. We have learned new techniques;
- our knowledge of conservation was either confirmed or corrected;
- we have shared experiences and met colleagues to whom we can turn for help and advice;
- about the preservation plan and risk assessment, we have been given the motivation, the means and



Lecturers and trainees at Grahamstown Seminar.

modus operandi to put theory into practice in our institutions without delay;

- it is quite important to be provided with regular training; the last time I attended a workshop of this calibre was in the 1970's. I needed updated information;
- as a person involved in training museum personnel, I am particularly pleased to have been able to pass on authoritative information and to pick up effective presentation techniques;
- for years, we have been talking to SAMA members about use of cotton gloves. After learning that these afford protection to the materials and in some cases to ourselves as well, I believe we will find cotton gloves in some of our smaller local history museums.

How can the seminar be improved?

Nancy Tietz again:

The quality of presentations and handouts was of exceptionally high standard and the level at which information was presented was just right. Speaking about digitisation may have been irrelevant for colleagues who cannot even lay claim to a computer; fortunately, this was an opportunity to discuss this topic.

We were glad to be given the names and addresses of participants, before the start of the seminar; unfortunately, as far as lecturers were concerned, we did not have any contact details.

On the other hand, for the first time, the name-tags were used throughout the seminar.

Some presenters were not given a lectern light to make reference to notes when the hall was plunged into darkness. It is suggested that the compilers of the programme provide organisers with a checklist of requirements: projectors, pointer, lectern light, areas with tables for break-away sessions...

A list of supplies, tools, equipment required in preventative conservation and basic repair together with names and addresses of suppliers would have been welcome.

La préservation du papier et des photographies, 8-12 avril 2002, Grahamstown

Le séminaire était organisé par le Centre de documentation d'Afrique du Nord-Est, en collaboration avec l'Association des Musées et l'Unité de conservation du papier d'Afrique du Sud. Il était financé par la Fondation Mellon, CLIR, le programme "Mémoire du Monde" de l'UNESCO, et l'IFLA.

Il a réuni 35 participants qui représentaient 17 institutions de l'Ouest de la province du Cap mais aussi les bibliothèques nationales d'Afrique du Sud, d'Angola, du Sénégal ou du Nigéria.

Si les conférenciers ont abordé des thèmes comme la détérioration des documents à base de papier ou la question du stockage, ils ont aussi évoqué les plans d'urgence ou les techniques de préservation.

Les risques que peuvent représenter les matériaux constitutifs des documents sont à présent connus des utilisateurs, ce qui semble être pour Nancy Tietz (SAMA), l'un des acquis du séminaire. Ce dernier a été d'autre part un facteur de motivation en matière de plan d'urgence et d'évaluation des risques.

Nancy Tietz déplore quelques problèmes d'ordre logistique ou administratif ; mais elle insiste surtout sur la qualité des interventions. Elle note d'ailleurs qu'elle n'avait pas assisté à un séminaire de cette envergure depuis les années 1970, et qu'une régularité dans les formations s'avère indispensable.

Preservación de papel y fotografías 8-12 de abril de 2002, Grahamstown

El seminario fue organizado por el Centro de Documentación del Noreste de África, en colaboración con la Asociación de Museos y la Unidad de Conservación de Papel de Sudáfrica. Fue financiado por la Fundación Mellon, CLIR, el programa "Memoria del Mundo" de la UNESCO e IFLA. Este seminario reunió a 35 participantes que representaban a 17 instituciones del Cabo Occidental, así como también a las Bibliotecas Nacionales de Sudáfrica, Angola, Senegal y Nigeria. Los conferencistas abordaron temas tales como el deterioro de los documentos en papel y el almacenamiento, pero también evocaron los planes de emergencia y las técnicas de preservación. Los riesgos que pueden representar los materiales que constituyen estos documentos son actualmente conocidos por los usuarios, lo cual parece ser una de las experiencias del seminario para Nancy Tietz (SAMA). Éste ha sido por otra parte un factor de motivación en materia de planes de emergencia y evaluación de riesgos. Nancy Tietz lamenta algunos problemas de orden logístico o administrativo; pero insiste sobre todo en la calidad de las intervenciones. Señaló además que no había asistido a un seminario de esta envergadura desde los años setenta y que es indispensable que haya regularidad en los cursos de capacitación.

Le programme NEWSPLAN : diversité et opportunité

Quatrième conférence nationale, 9 avril 2002, British Library (Londres)

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par Else Delaunay,

(Table ronde IFLA
pour les journaux)

NEWSPLAN est un vaste projet national de conservation partagée (British Library et bibliothèques régionales) pour les fonds de journaux britanniques.

Ses deux objectifs prioritaires consistent aujourd'hui à :

- assurer la conservation des journaux,
- favoriser leur consultation par un public plus large.

Dans ce domaine, NEWSPLAN est un modèle de coopération nationale. La participation de toutes les régions du Royaume-Uni et de l'Irlande à cette quatrième conférence en est la confirmation.

Les points évoqués au cours de cette journée ont été les suivants :

- importance et diversité des journaux conservés en Grande-Bretagne et à l'étranger,
- intérêt que représentent les journaux dans des domaines comme l'éducation, l'enseignement ou la recherche,
- rôle des normes, garantes de microfilmage de qualité et de moyens de stockage adaptés,
- derniers progrès en matière de technologie numérique,
- intérêt de la coopération dans le domaine de la technologie numérique, pour une démocratisation de l'accès aux journaux.

Au cours de cette conférence, il a été question du NEWSPLAN mais aussi de projets similaires tel l'*US Newspaper Program* mené aux Etats-Unis.

En ce qui concerne les journaux rétrospectifs accessibles sur Internet, plusieurs projets sont en cours à travers le monde (voir encadré).

Le nouveau projet intitulé NEWSPLAN 2000 a été mis en place pour mieux gérer le don de £5 millions de la Fondation de la Loterie nationale. Il assure notamment la reproduction sur microfilm de 1700 titres de journaux anciens, régionaux et locaux, et en envisage aussi la numérisation de quelques-uns.

Le plan 2001-2004 prévoit :

- de développer l'accès aux journaux nationaux et régionaux,
- de maintenir les relations avec l'industrie de la presse britannique,
- de mettre à profit les avancées des nouvelles technologies,
- d'étudier les propositions de conseils en matière de droit d'auteur,
- de réfléchir à la conservation des journaux électroniques,
- de promouvoir l'enseignement et la culture dans toutes les catégories sociales.

Il s'agit là d'un véritable défi que les bibliothèques doivent relever si elles veulent continuer à remplir leur rôle auprès des usagers.

Les Actes de la Conférence seront disponibles très prochainement sur Internet (www.bl.uk/concord/linc/newsplan.html).

- Projet canadien - Institut canadien des Reproductions historiques www.nlc-bnc.ca/cihm/cihm.htm
- Projet néo-zélandais - Bibliothèque nationale de Nouvelle-Zélande <http://paperpast.natlib.govt.nz>
- Projet METAMORFOZE - Bibliothèque Royale de La Haye www.kb.nl/kb/resources/framsetfunctiemenu-en.html
- Projet britannique - British Library Newspaper Library en collaboration avec la UK J.I.S.C., l'OCLC : Online Facsimile Library www.uk.olivesoftware.com
- Projet TIDEN, bibliothèque virtuelle de journaux nordiques de 1640 à 1860. <http://tiden.kb.se>
- Projet KULTURARW3 sur l'archivage des publications en ligne sur le Web suédois <http://kulturarw3.kb.se>
- Projet PANDORA - La Bibliothèque nationale d'Australie à Canberra archive l'information en ligne d'intérêt culturel national <http://pandora.nla.gov.au/index.html>

NEWSPLAN: Diversity and Opportunity

by Else Delaunay,

(IFLA Round Table on Newspapers)

Fourth National
NEWSPLAN Conference,
April 9th, 2002,
British Library (London)

Ancien Département des Périodiques,
site Richelieu, Bibliothèque nationale de France



© De Pazzis Edouard/BnF

NEWSPLAN is a joint UK and Library Regions project managed by the British Library. It focuses on matters relating to:

- preservation of newspapers,
- provision of access to newspapers.

It can be considered as a model of UK partnership; actually, professionals coming from all the UK Regions and Ireland attended the Conference and dealt with the following subjects:

- range and diversity of newspapers that are being preserved in UK and foreign countries,
- how collections of newspapers might enhance education, learning and research,
- role of standards in ensuring successful microfilming and storage for preservation,
- recent developments in digital technologies,
- how cooperative projects can use digital technologies to enhance access to newspapers.

The delegates did not only discuss NEWSPLAN and its new extension NEWSPLAN 2000 formed to take forward the Heritage Lottery Fund award of £ 5 million, they also focused on similar projects (such as the *US Newspaper Program*) that are going on world wide (see website addresses).

Thanks to the Lottery award, 1700 local UK newspapers which are fragile and unique will be microfilmed. Some of them might even be digitized.

Between 2001 and 2004, NEWSPLAN 2000 aims:

- to see that newspapers are delivered to a wider audience,
 - to keep relationship with UK Press,
 - to benefit from developments in new technologies,
 - to think about preservation of digital newspapers,
 - to continue to spread awareness to all users of libraries of the richness of newspaper collections throughout the UK, and to encourage their use to promote learning for all sections of the community.
- Perhaps the greatest challenge is for libraries to continue to adapt quickly and to learn about how they can further serve their users.

The proceedings of the Conference will be on line very soon
(www.bl.uk/concord/linc/newsplan.html).



Responding to preservation microfilming training needs in the Asia/Pacific,

by Hilary Berthon
and Fritha Jones,

National Library of Australia

Under its IFLA-PAC program, the National Library of Australia is currently publishing a new resource for microfilming professionals in the Asia/Pacific region. These *Preservation Microfilming Training Materials*, written by Heather Brown, Preservation Manager at the State Library of South Australia, are the result of a survey into the microfilming needs of Asia and the Pacific.

Heather Brown has extensive experience in microfilming, both in Australia and in Asia, and her manuscript has been reviewed by a number of microfilming practitioners in the region. The result is training materials that are clear and comprehensive and which, above all, take account of the requirements of those for whom they were intended.

The *Training Materials* have been written to conform to the accredited Australian preservation microfilming curriculum, and so, when delivered by an accredited agency may be used for formal qualification or to recognise current competencies. Consisting of 10 modules accompanied by student learning materials and seven handy wall charts, they will undoubtedly also provide a useful guide to microfilming basics for those not wishing to undertake formal training.

Fundamental to the value of these materials is the way they have drawn upon the ideas of preservation professionals working in the region. In early 2001, surveys designed to collect information about both the required content and most effective modes of delivery of training were sent to collecting institutions and individuals undertaking preservation activities in Asia and the Pacific. This was undertaken jointly by the regional IFLA-PAC offices located at the National Library of Australia and at the National Diet Library in Japan.

Responses received were almost unanimous in their assessment that microfilming training materials would be of

value to staff in their organizations. Respondents sought a training resource that would include both basic preservation microfilming skills as well as up-to-date information about new developments. Of particular interest to some organizations was how new technologies, such as digitisation, might be integrated with microfilming for preservation and access. Overcoming adverse storage or environmental conditions for microfilm, particularly in tropical regions, was also cited as a key challenge by many respondents. There was also interest in alternative or innovative solutions for regions without reliable access to some of the resources sometimes assumed to be available to microfilmmers such as a stable electricity supply or specific equipment. A wide variety of materials were listed as awaiting microfilming within the responding institutions.

Overwhelming was the perceived requirement for quality training as the key to producing microfilm of enduring value. Respondents expressed interest in practical information, such as suppliers of microfilming equipment and consumables. The survey indicated that preferences for methods of training delivery were wide-ranging with a significant expressed desire for both formal and informal training using electronic, paper-based and workshop-based delivery methods. Networking appears set to provide crucial support for those undertaking microfilming in the region, with many respondents having already offered their services as potential mentors for microfilming students.

Préserver les microfilms

Le centre IFLA-PAC de Canberra (Australie) publie un ouvrage pédagogique sur la préservation des microfilms. Réalisé par Heather Brown, Chef du Service Préservation de la Bibliothèque d'Etat (Australie méridionale), il est le résultat d'une étude menée début 2001, en Asie et dans le Pacifique. Interrogés sur leurs besoins en matière de contenu et d'outils pédagogiques, les professionnels de la préservation ont affirmé la nécessité d'un instrument de travail qui réunirait tant des principes élémentaires que des informations concernant des techniques nouvelles.

Cet ouvrage, qui comprend dix modules, développe des consignes de base sur la préservation des microfilms, mais il fait également le point sur l'entretien et le fonctionnement du matériel de microfilmage ou sur le traitement et la reproduction des microformes par exemple. Il devrait être disponible d'ici la fin de l'année 2002.

The resource that has been produced allows for flexible learning and will be adaptable to a wide range of delivery methods. The materials include simple step-by-step instructions and charts as well as more detailed sections that explain the principles which will enable users to make informed decisions in contexts which may differ from the ideal. Also provided are some basic tools for information sharing - useful contacts and a list of libraries and organizations in the Asia/Pacific region.

According to Heather Brown, "responding to training needs expressed in the survey has been an interesting and rewarding challenge". The *Training Materials* are expected to be available by the end of 2002.

The modules cover the topics: preservation microfilming basics; preservation of materials; preparation for microfilming; maintaining microfilming equipment; operating microfilming equipment: cameras; jacketing and splicing microfilm; processing and duplicating microforms; microform quality control inspection; physical management and storage of microforms and project management for preservation microfilming.

Contact

IFLA-PAC regional office
National & International Preservation Activities (NIPA)
Preservation Services
National Library of Australia
Canberra ACT 2600 Australia
nipa@nla.gov.au
Tel 61 2 6262 1642
Fax 61 2 6273 4535

Preservación de los microfilmes

El Centro IFLA-PAC de Canberra (Australia) publicó una obra pedagógica sobre la preservación de microfilmes. Esta obra fue realizada por Heather Brown, Jefe del Servicio de Preservación de la Biblioteca de Estado (Australia Meridional) y es el resultado de un estudio conducido a comienzos de 2001, en Asia y el Pacífico. Al ser consultados sobre sus necesidades en materia de contenido y herramientas pedagógicas, los profesionales de la preservación afirmaron la necesidad de un instrumento de trabajo que reuniera tanto principios básicos como información relativa a las nuevas técnicas.

Esta obra, que consta de 10 módulos, desarrolla aspectos básicos de la preservación de microfilmes, pero también incluye los aspectos concernientes al mantenimiento y funcionamiento de los equipos de microfilmación o al procesamiento y reproducción de microformas, por ejemplo.

Se espera que esté a la disposición para fines del año 2002.

Norme AFNOR juin 2002 "Prescriptions de conservation des documents graphiques et photographiques dans le cadre d'une exposition" (Réf : NF Z40-010)

Ces prescriptions visent à assurer le mieux possible, dans le cadre d'une exposition, la conservation de documents graphiques et photographiques appartenant aux bibliothèques, aux archives ou aux musées. Elles sont applicables tant pour les expositions internes que pour les prêts ou emprunts extérieurs.

Avant d'accorder un prêt, il convient de vérifier l'état matériel du document (constat d'état, première étape). Dès qu'il a reçu la fiche de prêt et les informations concernant l'exposition, le prêteur instruit la demande en fonction de paramètres précis : pertinence de la demande par rapport au thème de l'exposition, durée et conditions de l'exposition... C'est une commission de prêts qui, au sein de l'établissement, statue alors sur la demande ; si celle-ci est acceptée, un document contractuel est établi entre les deux parties, auquel s'ajoutent la fiche de prêt et le certificat d'assurance de "clou à clou". Toute reproduction ou diffusion du document doit également faire l'objet d'un contrat.

Avant le départ, une reproduction de sécurité est effectuée. Le document est ensuite préparé pour son expédition et protégé par trois emballages successifs. Pendant le transport, des consignes de sécurité sont à respecter (ne jamais laisser le document sans surveillance par exemple).

A son arrivée chez l'emprunteur, un deuxième constat d'état est fait avec le prêteur et/ou convoyeur.

A la fin de l'exposition, un troisième constat d'état a lieu, après quoi l'emprunteur fait procéder à l'emballage. Au retour, le prêteur et l'emprunteur et/ou convoyeur se livrent à un quatrième et dernier constat d'état.

Les locaux d'exposition et de stockage doivent répondre aux normes en vigueur de sécurité et de salubrité. Il convient que la circulation entre les deux espaces se fasse aisément et rapidement.

Le mobilier d'accrochage doit être testé, les vitrines équipées d'un verre de sécurité et les supports de présentation stables. Le montage et le démontage sont

planifiés ; ainsi, lors du montage, le gros œuvre doit par exemple être terminé avant l'arrivée des documents.

Les documents graphiques et photographiques étant particulièrement sensibles à l'humidité, il est important de leur préserver des conditions climatiques stables (emploi de conditionnements isothermes, vérification de l'étanchéité des vitrines, maintien d'une température stable dans la salle d'exposition...). Il faut également les protéger de la lumière qui provoque des détériorations irréversibles (utilisation de films anti UV, de lampes halogènes très basse tension...). Il est essentiel que toutes ces données (fréquence et durée des sorties, pages exposées, conditions climatiques) soient mémorisées pour assurer le meilleur suivi du document.

Annexe A : modèle de fiche de prêt
Annexe B : modèle de contrat de prêt
Annexe C : modèle de constat d'état
Annexe D : environnement direct des objets : matériaux composant les vitrines et supports

**Disponible au prix de 59 € sur
www.afnor.fr ou auprès de : AFNOR,
11, avenue Francis de Préssensé,
93571 St-Denis-La-Plaine Cedex .**

Guidelines for digitization projects for collections and holdings in the public domain, particularly those held by libraries and archives

(to be published soon)

These guidelines have been produced by a working group, commissioned by UNESCO, representing IFLA and ICA (International Council on Archives). They have a strong relationship with UNESCO's Memory of the World Programme which is aimed at safeguarding the world's documentary heritage, democratising access to it, and raising awareness of its significance and of the need to preserve it. They identify and discuss the key issues involved in the conceptualization, planning and implementation of a digitization project. They are aimed at decision makers, library and archive managers, and curatorial and technical staff members, particularly those in institutions in developing countries.

Each section comprises an introduction that identifies the relevant issues, followed by text which discusses these issues and actions to be taken, and ends with sections of "boxed" text including a

summary of the main recommendations. References are provided in each section, and these are consolidated into a more comprehensive list in the appendices, together with URLs for ongoing discussions lists, relevant organizations in the library, archive, communications and standards fields and for actual digital projects.

Coverage is concerned only with the paper based documentary heritage, i.e. manuscripts, printed books and photographs, not with sound recordings or motion pictures.

The guidelines focus on the following topics:

- selection of source material for digitization,
- technical requirements and implementation,
- legal aspects,
- budgeting,
- human resource planning,
- development and maintenance of web interfaces,
- preservation of digital content,
- project management.

The members of the working group were:

Jean-Marc COMMENT, Archives fédérales, Bern, Switzerland

Börje JUSTRELL, Riksarchivet, Stockholm, Sweden

John MCLWAIN, University College London, UK

Dale PETERS, Campbell Collections of the University of Natal, Durban, S.A.

Marie-Thérèse VARLAMOFF, IFLA/PAC Programme, Bibliothèque nationale de France, Paris

Clemens DE WOLF, Koninklijke Bibliotheek, Den Haag, Netherlands

For more information:

www.unesco.org/webworld/public_domain/projects/digitization.shtml

Managing the Digitisation of Library, Archives and Museum Materials

The leaflet entitled "Managing the Digitisation of Library, Archives and Museum Materials" is now available free of charge. Please contact the National Preservation Office for a copy to: npo@bl.uk

Tel 44 (0)207 412 7724

Fax 44 (0)207 412 7796

or write to: National Preservation Office
The British Library

96 Euston Road, London NW1 2DB

It can also be downloaded from the website at: www.bl.uk/npo/



Preservation around the world

ASIA - JAPAN

New PAC Director at the National Diet Library

Mr. Takao Murayama has been



appointed PAC Director for Asia in replacement of Mr. Masashi Murakami who moved to the Kansai-kan Project Office.

Mr. Murayama has been working at the National Diet Library for 29 years. That was a real pleasure to meet him on his travel to Europe last March. Welcome Mr. Murayama.

OCEANIA - AUSTRALIA

A Documentary Heritage Preservation Register (DHPR)

The Southeast Asia and Pacific IFLA/PAC centre at the National Library of Australia is pleased to announce the creation of the Documentary Heritage Preservation Register (DHPR) (<http://www.nla.gov.au/dhpr/>).

The DHPR has been created to provide information about preservation projects that are taking place in the Southeast Asia and Pacific regions. The types of projects that are on the DHPR include microfilming, training, basic conservation and preservation projects, and surveys of collections in the regions.

Documentary materials, such as books and other paper-based materials, palm leaf manuscripts, film and digital material comprise a very significant part of our regional cultural heritage. Unfortunately, if not preserved, this heritage can easily be lost or become inaccessible. They hope that providing of information about these projects will be useful to those considering undertaking projects in the region. If you are involved in, or are aware of documentary preservation projects within the region that are not already on the register, you can tell the centre about them by using the contribution form

(<http://www.nla.gov.au/dhpr/contribute.html>) available on the website. The usefulness of the DHPR depends on input from people in the region.

For further information:
nipa@nla.gov.au

NORTH AMERICA - USA

American Library Association (2002 midwinter meeting council actions) advocates guidelines on the preservation of digital information

Voted, to adopt PM Item #1, Policy 52.2.1 (Preservation Policy. National Information Services and Responsibilities. Permanence and Durability of Information Products) be revised to read:

The American Library Association's policy on preservation is based on its goal of ensuring that every person has access to information at the time needed and in a usable format. ALA affirms that the preservation of library resources protects the public's right to the free flow of information as embodied in the First Amendment to the Constitution and the Library Bill of Rights.

The Association supports the preservation of information published in all media and formats. The Association affirms that the preservation of information resources is central to libraries and librarianship. The Association and its Divisions will work closely with standards-setting organizations to identify and develop standards relevant to the preservation of library collections, participate in their periodic review and updating, identify and develop new standards when needed, and promote compliance with existing standards. Manufacturers, publishers, distributors and purchasers of information products must work in tandem to improve the usability, durability, and longevity of the media (e.g., paper, film, magnetic tape, optical disk) that ensure the persistence of these products. The Association will engage in active education and public relations efforts to develop, promote, and publicize standards for the usability, longevity, and durability of information media.

The Association will work with the publishers of content in digital form to develop guidelines on the preservation of digital information to help ensure that such information will not be lost when publishers can no longer retain and disseminate it.

Libraries have an obligation:

- to inform donors, users, administrators, and local officials about the ephemeral nature of primary source materials,
- to promote strategies for the proper care, handling, and storage of these materials,
- to recommend the use of durable media and methods of documentation.

The federal government must provide leadership in developing an expansive and inclusive national preservation policy. The Association urges the federal government to take responsibility for the longevity of information that it publishes on paper, in microform, and in digital formats.

NORTH AMERICA - USA

National Recording Preservation Board

The National Recording Preservation Board held its first meeting on March 12, at the Library of Congress. On that occasion, James H. Billington, Librarian of Congress, named Marilyn Bergman, President and Chairman of the Board of the American Society of Composers, Authors and Publishers, to chair the board. The latter, in accordance with the National Recording Preservation Act of 2000, is made up of 17 members from organizations representing composers, musicians, musicologists, librarians, archivists and the recording industry, and three at-large members. One of their major responsibilities stands in ensuring the survival, conservation and increased public availability of America's sound recording heritage. To achieve their aim, they have to develop a national recording preservation study and action plan, and to advise the Librarian, who will establish the National Recording Registry. The study and plan will set standards for future private and public preservation efforts. It will be conducted in partnership with the National Audio-Visual Conservation Center the Library is developing in Culpeper.

Preservation around the world

NORTH AMERICA - USA

Mass deacidification

The Library of Congress has awarded a contract to Preservation Technologies L.P (PTLP) that will save 1 million books and at least 5 million manuscript sheets from acid deterioration.

The Library has been providing leadership in mass deacidification measures for several decades. 400 000 books were already saved from destruction, thanks to PTLP's bookkeeper deacidification technology. The latter exposes paper to acid-neutralizing chemicals, adding hundreds of years to the life of paper. By now, new horizontal treatment cylinders, which can even be installed on-site, are used to treat large quantities of manuscripts or nonbook formats.

For further information:

www.loc.gov/preserv/carelc.html

or **Kenneth Harris**,
Preservation Projects Director

Tel 1 (202) 707 1054

kharr@loc.gov

EUROPE - UNITED KINGDOM

Official Launch of CASS (Collaborative Academic Store for Scotland) Project

SCURL (Scottish Confederation of University and Research Libraries) has received funding from the Carnegie Trust for the Universities of Scotland to undertake a six month study from November 2001 to determine the optimal model for a collaborative storage and delivery service for valuable but low-use research materials held in Scottish university libraries.

CASS (Collaborative Academic Store for Scotland) aims to address pertinent library issues in terms of reducing storage costs, re-allocation of space, enhancing access, preservation, and increasing co-operation between academic and, if feasible, public libraries and archives, to benefit the research community. Key deliverables will include the wide dissemination of project findings in the form of a final report and a detailed business plan for a collaborative facility. CASS will

enable the viability of a collaborative storage facility within Scotland to be identified.

Information professionals and members of the research community will provide CASS with the majority of its findings. Additional study will focus on literature reviews and similar collaborative ventures in Europe, Australia and America. Project documentation, resources, and general information will be disseminated via the CASS web site at <http://scurll.ac.uk/projects/cass/index.html>.

General enquiries can be directed to:

Sharron Brown

CASS Research Assistant

CDLR

Andersonian Library

101 St. James Road

Glasgow G4 0NS

Tel 0 141 548 4753

E-mail sharron.brown@strath.ac.uk

EUROPE - UNITED KINGDOM

INFOSAVE - Saving our national written heritage from the threat of acid deterioration. Resource funds an interim demonstrator project to prove the effectiveness of mass deacidification

Resource, the Council for Museums, Archives and Libraries has agreed to fund a third phase of the ongoing programme to establish a facility for mass deacidification to serve the UK, now known as INFOSAVE. The National Preservation Office will be the managing consultant for this project and an Advisory Group has been formed including representation from:

- Resource,
- National Library of Scotland,
- National Library of Wales,
- British Library,
- Public Record Office.

This important funding initiative follows on directly from the second phase, completed in December 2001 and funded by the British Library's Co-operation & Partnership Programme.

During this second phase of the project, the net was widened to include post 1840 paper-based collections in museums.

Key outcomes for the second phase were:

- the formation of a South East pilot consortium to survey their collections using the National Preservation Office (NPO) Preservation Assessment Survey (PAS), adapted by the NPO to determine the level of acid deterioration in their collections, and
- the compilation of an outline specification for mass deacidification.

With phase 1 and phase 2 successfully completed, the Steering Group agreed that it was now necessary to prove the technical and commercial environment and develop the consortial funding apparatus (phase 3) necessary to apply for funding to establish a mass deacidification system for archives, libraries and museums in the British Isles (phase 4).

The current project will:

- develop a full technical specification for the deacidification of brittle paper in post 1850 books and manuscripts,
- identify a pilot batch of materials suitable for mass treatment,
- negotiate with the commercial suppliers to carry out the test trial,
- review the outcomes of the test and refine the technical specification,
- prepare an outline funding proposal for a collaborative bid for a mass deacidification system.

A major objective of the project is to process and test sample batches of material in order to further refine the technical specification. The project will approach commercial suppliers of mass deacidification services, in particular those referred to in « The Enemy Within » (1), to ask for their support in this project.

For further information:

Alison Walker

Head of Programmes

National Preservation Office

The British Library

96 Euston Road London NW1 2DB

Tel 44 (0)20 7412 7612

Fax 44 (0)20 7412 7796

E-mail npo@bl.uk <<mailto:npo@bl.uk>>

(1) The Report, which was publicly launched at the British Library on March 6th 2001 is available via the British Library's Concord website: <http://www.bl.uk/concord/proj99report1.html>



Events and Training

THREE-DAY CONFERENCE

School for Scanning
16-18 October 2002
Koninklijke Bibliotheek (The Hague)

Registration deadline:
20 September 2002

For further details:

Northeast Document Conservation Center
Ginny Hughes
100 Brickstone Square
Andover, MA 01810-1494 USA
E-mail ghughes@nedcc.org

TRAINING COURSES

at the Centre for Photographic
Conservation (London)

The Centre for Photographic Conservation will offer, in the autumn of 2002, the following programme of professional development training courses, on aspects of photographic preservation and conservation. These courses offer conservators and other heritage professionals, specialist practical and theoretical training, allowing them to polish their skills and upgrade their knowledge of current developments and techniques.

- **Preservation and Conservation of Photographic Materials (theory)**

4th-6th September 2002

- **Rediscovering Historic Photographic Processes (practical workshop)**

9th-13th September 2002

- **Preservation and Conservation of Photographic Materials**

9th September-25th October 2002

- **Identification of Photographic Processes**

16th-18th September 2002

- **Preservation of Photographic Negatives: glass, nitrate, acetate and other sheet and roll film systems**

19th-20th September 2002

- **New course**

Master class - Advanced Photographic Conservation

Techniques (practical workshop)

28th October-22nd November 2002

For further information:

<http://www.cpc.moor.dial.pipex.com/>

or contact Angela Moor

Tel 44 (0)20 8690 3678

Fax 44 (0)20 8314 1940

E-mail xfa59@dial.pipex.com

STAGE INTERNATIONAL
CONDUITE D'UN PROJET DE
CONSERVATION DES COLLECTIONS DE
BIBLIOTHÈQUES

7-25 octobre 2002,

Bibliothèque nationale de France
(Paris)

Le stage international sur la préservation et la conservation des collections qui se déroulera à Paris, à l'automne 2002, a été mis en place grâce au travail conjoint du Département de la Conservation de la Bibliothèque nationale de France et de l'équipe IFLA/PAC.

Il s'adresse à un public de professionnels de la conservation, exerçant plus particulièrement dans les bibliothèques des pays en voie de développement ; néanmoins, les candidats des DOM-TOM ou de pays industrialisés sont évidemment les bienvenus.

La formation se déroulera sur trois semaines, en majeure partie sur le site François-Mitterrand. Elle sera assurée par des intervenants internes à la Bibliothèque nationale de France et par des professionnels extérieurs, spécialisés en conservation ; l'enseignement de principes et de techniques de base alternera avec des exposés théoriques et des visites. Les sessions rassembleront entre neuf et douze participants et seront dispensées en français. Une bonne connaissance du français est donc indispensable.

A l'issue de la formation, le stagiaire sera en mesure de :

- mettre en place, selon les moyens existants, un centre de conservation, ou a minima un service ou une politique simple de conservation dans son pays,

- analyser les risques et les causes de dégradation des collections, faire le choix de traitements appropriés et connaître les moyens adaptés à leur mise en oeuvre,
- sensibiliser les décideurs, les responsables politiques et les équipes, à la conservation,
- proposer une méthode pour planifier et programmer les actions préventives, en faire le choix et présenter un projet pour obtenir les moyens de les réaliser avec des priorités claires,
- développer un réseau de responsables et d'experts en conservation en partenariat avec la BnF et les autres organisations existantes telles qu'IFLA/PAC.

INTERNATIONAL PRESERVATION WORKSHOP

October 7-25th, 2002,

National Library of France (Paris)

This is the 2nd International Preservation Workshop organised with the collaboration of IFLA/PAC. It has been developed for librarians or conservators who are already in charge of or will be responsible for the preservation policy and management within their institution. The workshop is mainly organised for colleagues from the developing world although others from industrialised countries are also welcome. Fluency in French is a prerequisite. Although registration is free of charge, travel and accommodation expenses are not supported by the BnF and participants will have to seek for external funding.

Inscriptions et renseignements Information and registration

Dominique Bergouignan
Bibliothèque nationale de France
Délégation aux relations internationales
Site François-Mitterrand

11, quai François Mauriac

75706 Paris Cedex 13

Tél 33 (0)1 53 79 59 39

Fax 33 (0)1 53 79 47 37

E-mail dominique.bergouignan@bnf.fr



Events and Training

INTERNATIONAL CONGRESS

Polymers in the creation-reproduction, conservation-restoration, and exhibition of works of cultural heritage

October 15-16-17, 2002,
Maison de la Chimie (Paris)

A growing awareness of the - often inconspicuous - links between art and chemistry has prompted the launch of a series of international conferences on this subject. The first such event, which focused on colour, was held at the Palais du Louvre, from 16th to 18th September 1998.

The second conference will cover the various aspects of the use of polymers in the field of our cultural heritage.

The purpose of the conference is to show the impact of the use of polymers on the various phases of the life of works of art - both ancient and modern -, from their creation to the subsequent steps taken to preserve, restore, and display them in museums. The conference will focus on five topics reflecting the diversity of these materials' applications.

- Modern artistic creation from a dual angle of design and formulation
- Conservation-restoration: protection and coating of surfaces
- Conservation-restoration: strengthening of porous materials
- Moulding and impression techniques for reproduction
- Polymers for collections management

For further details,
<http://www.scifrance.org>



SHARING CONSERVATION DECISIONS

4-29 November 2002
(Rome, Florence)

Organization

ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property)
Istituto Centrale del Restauro ICR-Rome
Opificio delle Pietre Dure OPD-Florence

In collaboration with: Institut National du Patrimoine, Département de Formation des Restaurateurs (Ifroa)

The purpose of this course is to understand how decisions about conservation are made. The need to understand cultural material and its meanings is at the core of the process. The course will focus on the impact of conservation decisions on the heritage and the interdisciplinary character of the process. It will combine theory and practice (case studies, workshops, visits).

A maximum of 18 participants will be selected. The course is open to conservators-restorers, curators, keepers, conservation scientists, architects, site managers, exhibition designers, actively involved in providing preservation and access to cultural heritage. At least three years of working experience is required. Preference will be given to candidates involved in training activities or who are heads of conservation teams. Candidates are encouraged to submit a 300 word statement describing an example of their own conservation decision-making.

Lecturers: Art historians, archaeologists, conservators-restorers, conservation scientists and other professionals from leading institutions in Italy and other parts of the world.

Working language: English

Course fee: 1000 US\$

Scholarships: a limited number of scholarships may be available from the ICCROM Fellowships programme.

Candidates interested in applying for a scholarship should attach a separate letter to that effect to their application forms.

Application: deadline, 15 July 2002

Application form available at:
ICCROM-Training Information and Fellowships Office

13, Via di San Michele

I-00153 Rome, Italy

Tel (39) 06 585531

Fax (39) 06 58553349

E-mail training@iccrom.org

or at the ICCROM Internet website

<http://www.iccrom.org>

ICOM-CC 13TH TRIENNIAL MEETING

(Rio de Janeiro)

22-28 September, 2002

13th Meeting of the Committee of Conservation of the International Council of Museums

Contact: www.icom-cc.org/rio2002/

PHOTOGRAPHIC CONSERVATION

TRAINING WORKSHOPS

(Canberra, Melbourne)

The Australian Institute for the Conservation of Cultural Materials (AICCM) photographic special interest group PHOTON is pleased to announce a series of four photographic conservation workshops sponsored by the Getty Grant Program. The workshops will be presented by recognised international experts in the field and will cover topics such as passive preservation, identification of materials and processes, advanced treatments and duplication. Eligible participants will be able to credit the workshops towards a postgraduate qualification from the University of Canberra. The intensive week long workshop series will be held at venues in Canberra and Melbourne, Australia, starting in July 2002 and finishing in July 2004.

For further details,
www.nma.gov.au/photon/index.htm or contact:

Detlev Lueth - d.lueth@nma.gov.au

Angeletta Leggio -

angeletta.leggio@ngv.vic.gov.au

Mick Newnham -

mick.newnham@screensound.gov.au

PAC CORE PROGRAMME

USA and CANADA

LIBRARY OF CONGRESS
Preservation Directorate
Washington, D.C. 20540 USA

Director: Mark ROOSA
☎ (1) 202.707.7423
Fax: (1) 202.707.3434
E-mail: mroo@loc.gov

WESTERN EUROPE, AFRICA, MIDDLE EAST

INTERNATIONAL FOCAL POINT
BIBLIOTHEQUE NATIONALE DE
FRANCE Quai François Mauriac
75706 Paris Cedex 13 FRANCE

Director: Marie-Thérèse VARLAMOFF
☎ (33) (0)1 53.79.59.70
Fax: (33) (0)1 53.79.59.80
E-mail:
marie-therese.varlamoff@bnf.fr

EASTERN EUROPE and THE CIS

LIBRARY FOR FOREIGN LITERATURE

Nikolo-Jamskaya Street 1
109 189 Moscow RUSSIA

Director: Galina KISLOVSKAYA
☎ (7) 095.915.3621
Fax: (7) 095.915.3637
E-mail: gkislov@libfl.msk.su



LATIN AMERICA and THE CARIBBEAN

BIBLIOTECA NACIONAL DE VENEZUELA
Centro Nacional
de Conservación Documental
Edificio Rogi, Piso 1, Calle Soledad
Zona Industrial la Trinidad
Caracas, VENEZUELA

Director: Aurelio ALVAREZ
☎ (58) 2.941.4070
Fax: (58) 2.941.4070
E-mail: dservtec@bnv.bib.ve

ASIA

NATIONAL DIET LIBRARY
Preservation Planning Office
10-1 Nagatacho 1-chome
Chiyoda ku, Tokyo
JAPAN

Director: Takao MURAYAMA
☎ (81) 3.3581.2331
Fax: (81) 3.3592.0783
E-mail: pacasia@ndl.go.jp

OCEANIA and SOUTH EAST ASIA

NATIONAL LIBRARY
OF AUSTRALIA
Section of the Preservation
Services Branch
Canberra Act 2600
AUSTRALIA

Director: Colin WEBB
☎ (61) 26.262.1662
Fax: (61) 26.273.4535
E-mail: cwebb@nla.gov.au