COURSE OUTLINE

Book Repair and Preservation of Materials   LS125

I. DESCRIPTION:
This course will cover book repair and preservation of printed materials. Students will learn how to evaluate materials for repair and decide on appropriate strategies for the conservation of valuable resources. Students will learn to manage library and information center facilities to prevent damage to resources as well as respond effectively to disasters.

II. SEMESTER CREDITS:___3_____

III. CONTACT HOURS PER WEEK: ___3____0____3____
                                     Lecture   Lab   Total

IV. PREREQUISITE: LS102 and IT105

Upon completion of this course, the student will be able to, with 65% accuracy:

V. STUDENT LEARNING OUTCOMES

1. Understand different book bindings and their uses and evaluate when a library resource can be repaired and when it should be discarded.

2. Explain basic book repair and assist when possible.

3. Demonstrate an understanding of the potential effects of environmental factors, disasters, theft or vandalism and the impact of normal use on library materials.

4. Identify and discuss methods of preventing environmental damage.

5. Discuss methods of disaster clean up and disaster preparedness.

6. Evaluate the range of treatments for printed resources and make appropriate selections.

VI. COURSE CONTENT:

A. Evaluating Repair Situations
1. Care and handling of books
2. When to repair or discard
3. Binding and reformatting

B. Book Repair Techniques
1. "Tipping in"
2. Reinserting a signature
3. Spine repair
4. Cover repair

C. Threats to Materials:
1. Environment
2. Normal use/"wear and tear"
3. Theft and vandalism

D. Preventing Damage
1. Environment control
2. Security systems
3. Disaster preparedness
4. User education

E. Disaster Preparedness
1. Preservation
2. Prepare
3. Response
4. Recovery

F. Treatment of Printed Materials
1. Water damage
2. Mold
3. Fire
4. Animal and insect pests

7. Create a user education program as a method of damage prevention.

8. Discuss motivations for preservation and identify preservation practices currently used in libraries and information centers.

9. Identify what materials a library might consider preserving.

10. Discuss the preservation needs of printed materials and select appropriate methods.

11. Create a conservation and preservation plan.

G. Damage Prevention User Education Program

H. Introduction to Preservation
   1. Purpose of preservation
   2. Issues and concerns for preservation
   3. Trends in preservation and conservation

I. Evaluating Preservation Needs
   1. What to preserve
   2. Needs for preservation
   3. Preservation costs
   4. Specific needs of printed materials.

J. Preservation Needs of Printed Materials
   1. Methods

K. Planning for preservation
   1. Developing a conservation and preservation plan

VII. MATERIALS AND EQUIPMENT

   A. Printed/online course materials
   B. Laptop and digital projector
   C. Standard classroom materials
   D. Basic book repair supplies

VIII. TEXTS

   instructor-created course packet

IX. METHOD OF INSTRUCTION

   A. Lecture
   B. In-class discussion
   C. Supplemental activities and exercises

X. METHOD OF EVALUATION:
A. Grading Scheme

Class participation	10%
Assignments	35%
Quizzes	15%
Midterm	20%
Final	20%

B. Transmutation of percent to letter grade

90 – 100%	A
80 – 89%	B
70 – 79%	C
65 – 69%	D
0 – 64%	F

PALAU COMMUNITY COLLEGE
LS125 Book Repair & Preservation of Materials
COURSE LEARNING OUTCOMES

During the course experience, the **course learning outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

Rating Scale: 4 Outstanding   2 Developing
                     3 Proficient   1 Emerging

CLO 1: Uses critical thinking to create and communicate a detailed plan for routine maintenance and disaster preparedness for a specific library or information center.

4	Uses critical thinking without assistance to create and communicate a detailed plan for routine maintenance and disaster preparedness for a specific library or information center
3	Uses critical thinking to create and communicate a detailed plan for routine maintenance and disaster preparedness for a specific library or information center with minimal assistance
2	Uses critical thinking to create and communicate a detailed plan for routine maintenance and disaster preparedness for a specific library or information center with significant assistance
1	Unable to use critical thinking to create and communicate a detailed plan for routine maintenance and disaster preparedness for a specific library or information center even with assistance.

CLO 2: Uses research databases and newspaper archives to retrieve and organize information about libraries affected by a certain type of disaster (i.e. flood, fire, tsunami, etc.).

4	Uses research databases and newspaper archives without assistance to retrieve and organize information about libraries affected by a certain type of disaster
3	Uses research databases and newspaper archives to retrieve and organize information about libraries affected by a certain type of disaster with minimal assistance
2	Uses research databases and newspaper archives to retrieve and organize information about libraries affected by a certain type of disaster with significant assistance
1	Unable to use research databases and newspaper archives to retrieve and organize information about libraries affected by a certain type of disaster even with assistance

CLO 3: Using professional standards as a guide, identifies and explains appropriate tools and techniques for book repair and preservation of materials.

4	Identifies and explains without assistance the appropriate tools and techniques for book repair and preservation of materials
3	Identifies and uses the appropriate tools and techniques for book repair and preservation of materials with minimal assistance
2	Identifies and uses the appropriate tools and techniques for book repair and preservation of materials with significant assistance
1	Unable to identify and use the appropriate tools and techniques for book repair and preservation of materials even with assistance