



Preserving Library Materials: A Manual

Susan Garretson Swartzburg

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Preserving Library Materials helps librarians in public, special, and small academic libraries as well as research libraries develop programs to meet their the preservation needs. It is especially useful as a text for courses on collection management and preservation.

Swartzburg covers many aspects of collection management, from good housekeeping practices to disaster planning to the installation of environmental controls. She includes the various media found in library collections: books, documents, film, photographs, slides, microforms, videotape, sound recordings, magnetic, and electronic media. She emphasizes the need for long-range planning to preserve library materials for future generations through cooperative efforts among libraries. The appendixes provide additional resource material, including a list of organizations interested in the preservation of library materials and a selective list of useful periodicals. Also included are an annotated bibliography and a glossary of terms.

An abridged textbook paperback edition which does not include appendixes or the bibliography is also available for classroom use.

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