

**MAJOR RESPONSIBILITIES OF PRESERVATION SERVICES STAFF  
or  
WHOM DO I CALL WHEN?**

*For **urgent** questions, or when in doubt, email [preservation-team@mit.edu](mailto:preservation-team@mit.edu) or call the general lab number, 3-5282.*

ADMINISTRATION, COLLECTION MANAGEMENT SERVICES	Jennifer Banks, 3-5664, <a href="mailto:jsbanks@mit.edu">jsbanks@mit.edu</a>
COMMERCIAL BINDING	Val Moss, 3-5282, <a href="mailto:ykmoss@mit.edu">ykmoss@mit.edu</a>
CONFERENCE ROOM, 14-0513	Kate Beattie, 3-5282, <a href="mailto:knb@mit.edu">knb@mit.edu</a>
CONSERVATION OF GENERAL COLLECTIONS In-house repair and treatment	Kate Beattie, 3-5282 <a href="mailto:knb@mit.edu">knb@mit.edu</a>
CONSERVATION OF SPECIAL COLLECTIONS Treatment, surveys	Nancy Schrock, 2-4064, <a href="mailto:nschrock@mit.edu">nschrock@mit.edu</a>
DIGITAL (advice and project support)	Ann Marie Willer, 3-5692, <a href="mailto:willer@mit.edu">willer@mit.edu</a> Jennifer Banks, 3-5664, <a href="mailto:jsbanks@mit.edu">jsbanks@mit.edu</a>
DISASTER PREPAREDNESS General Collections Special Collections	Jennifer Banks, 3-5664, <a href="mailto:jsbanks@mit.edu">jsbanks@mit.edu</a> Ann Marie Willer, 3-5692, <a href="mailto:willer@mit.edu">willer@mit.edu</a> Nancy Schrock, 2-4064, <a href="mailto:nschrock@mit.edu">nschrock@mit.edu</a>
<b>DISASTER RESPONSE</b>	<b>All Preservation Services Staff, 253-5382 Jennifer Banks, 253-5664</b>
ENCLOSURES (custom-made for special collections)	Mary Broadway, 2-4064, <a href="mailto:broadway@mit.edu">broadway@mit.edu</a>
ENVIRONMENT (integrated pest management, mold, monitoring of temperature, relative humidity, and light)	Nancy Schrock, 2-4064, <a href="mailto:nschrock@mit.edu">nschrock@mit.edu</a> Ann Marie Willer, 3-5692, <a href="mailto:willer@mit.edu">willer@mit.edu</a>
EXHIBITIONS (conservation advice, book cradles and mounts)	Nancy Schrock, 2-4064, <a href="mailto:nschrock@mit.edu">nschrock@mit.edu</a>
NON-PRINT MEDIA, PRESERVATION OF	Ann Marie Willer, 3-5692, <a href="mailto:willer@mit.edu">willer@mit.edu</a>
REFORMATTING (e.g. preservation photocopies)	Ann Marie Willer, 3-5692, <a href="mailto:willer@mit.edu">willer@mit.edu</a>
RUSH BOOKS	Nick Szydowski, 3-5282, <a href="mailto:preservation-team@mit.edu">preservation-team@mit.edu</a>
SHELF PREPARATION (e.g. replacement call numbers)	Nick Szydowski, 3-5282, <a href="mailto:nick_s@mit.edu">nick_s@mit.edu</a>
STAFF TRAINING, STAFF AND PATRON EDUCATION General Collections Special Collections	Ann Marie Willer, 3-5692, <a href="mailto:willer@mit.edu">willer@mit.edu</a> Nancy Schrock, 2-4064, <a href="mailto:nschrock@mit.edu">nschrock@mit.edu</a>
SUPPLIES (cotton tying tape, tattle tape, archival envelopes, disaster supplies)	Nick Szydowski, 3-5282, <a href="mailto:nick_s@mit.edu">nick_s@mit.edu</a>

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