

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

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

ADMINISTRATION, COLLECTION MANAGEMENT SERVICES	Jennifer Banks, 3-5664, jsbanks@mit.edu
COMMERCIAL BINDING	Nicole Vetter, 3-5282, nvetter@mit.edu
CONFERENCE ROOM, 14-0513	Kate Beattie, 3-5282, knb@mit.edu
CONSERVATION OF GENERAL COLLECTIONS In-house repair and treatment	Kate Beattie, 3-5282 knb@mit.edu
CONSERVATION OF SPECIAL COLLECTIONS Treatment, surveys	Nancy Schrock, 2-4064, nschrock@mit.edu
DIGITAL PROJECTS	Ann Marie Willer, 3-5692, willer@mit.edu Nicole Vetter, 3-5282, nvetter@mit.edu
DISASTER PREPAREDNESS General Collections Special Collections	Jennifer Banks, 3-5664, jsbanks@mit.edu Ann Marie Willer, 3-5692, willer@mit.edu Nancy Schrock, 2-4064, nschrock@mit.edu
DISASTER RESPONSE	All Preservation Services Staff, 253-5282 Jennifer Banks, 253-5664
ENCLOSURES (custom-made for special collections)	Shalini Patel, 3-5282, sspatel@mit.edu
ENVIRONMENT (integrated pest management, mold, monitoring of temperature, relative humidity, and light)	Nancy Schrock, 2-4064, nschrock@mit.edu Ann Marie Willer, 3-5692, willer@mit.edu
EXHIBITIONS (Maihaugen Gallery)	Nancy Schrock, 2-4064, nschrock@mit.edu
NON-PRINT MEDIA, PRESERVATION OF	Ann Marie Willer, 3-5692, willer@mit.edu
REFORMATTING (e.g. preservation photocopies)	Ann Marie Willer, 3-5692, willer@mit.edu
RUSH BOOKS	Nick Szydowski, 3-5282, preservation-team@mit.edu
SHELF PREPARATION (e.g. replacement call numbers)	Nick Szydowski, 3-5282, nick_s@mit.edu
STAFF TRAINING, STAFF AND PATRON EDUCATION General Collections Special Collections	Ann Marie Willer, 3-5692, willer@mit.edu Nancy Schrock, 2-4064, nschrock@mit.edu
SUPPLIES (cotton tying tape, tattle tape, archival envelopes, disaster supplies)	Nick Szydowski, 3-5282, nick_s@mit.edu

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