MAJOR RESPONSIBILITIES OF CURATION AND 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, CURATION AND PRESERVATION SERVICES
Nancy McGovern, 3-5664, nancymcg@mit.edu

COMMERCIAL BINDING
Ann Marie Willer, 3-5692, willer@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
Jana Dambrogio, 452-4064, jld@mit.edu

DIGITIZATION PROJECTS
Ann Marie Willer, 3-5692, willer@mit.edu

DISASTER PREPAREDNESS
General Collections
Ann Marie Willer, 3-5692, willer@mit.edu
Special Collections
Jana Dambrogio, 452-4064, jld@mit.edu

DISASTER RESPONSE
All Preservation Services Staff, 253-5282

ENCLOSURES (custom-made for special collections)
Jana Dambrogio, 452-4064, jld@mit.edu

ENVIRONMENT (integrated pest management, mold, monitoring of temperature, relative humidity, and light)
Jana Dambrogio, 452-4064, jld@mit.edu
Ann Marie Willer, 3-5692, willer@mit.edu

ENVIRONMENTAL HEALTH AND SAFETY
(Libraries representative to MIT EHS)
Jana Dambrogio, 452-4064, jld@mit.edu

EXHIBITIONS (Maihaugen Gallery)
Jana Dambrogio, 452-4064, jld@mit.edu

LIFE CYCLE MANAGEMENT
Nancy McGovern, 3-5664, nancymcg@mit.edu

NON-PRINT MEDIA, PRESERVATION OF
Ann Marie Willer, 3-5692, willer@mit.edu

REFORMATTING (includes preservation facsimiles)
Ann Marie Willer, 3-5692, willer@mit.edu

RUSH BOOKS
Ann Marie Willer, 3-5692, willer@mit.edu

SHELF PREPARATION (e.g. replacement call numbers)
Andrew Haggarty, 3-5282, preservation-team@mit.edu

STAFF TRAINING, STAFF AND PATRON EDUCATION
General Collections
Ann Marie Willer, 3-5692, willer@mit.edu
Special Collections
Jana Dambrogio, 452-4064, jld@mit.edu

SUPPLIES (cotton tying tape, tattle tape, archival envelopes, disaster supplies)
CPS, 3-5282, preservation-team@mit.edu