

Pierce Library Collections Disaster Plan Overview / Summary

Definition

A Disaster is any event or condition that results in substantial damage or loss to the library; of materials, data, or time. A minor leak in a basement toilet would not be a disaster. A moderate leak in a toilet above a book stack would be, as it could endanger a substantial collection.

Damage to 100 or fewer items can probably be handled in house by the Library staff; 100 - 500 can probably be handled by Eastern with the help of the Physical Plant a larger number will necessitate calling on outside recovery services. Damage to more than 15-20 shelves will probably require assistance from off campus resources. Speed of response is critical in containing damage or loss.

Building Closure: We will make every effort to keep the building open and provide circulation service. If a floor needs to be closed to the public we will try to provide book retrieval for those needing materials from the closed floor.

Prevention

On lower floors where flooding is more likely, store the highest priority library materials high up if possible (Leave bottom book shelves empty). High priority collections should be sited where possible on upper floors that are less prone to water damage.

Ensure that all shelving is braced appropriately for earthquake resistance.

Notification

In the event of a facilities emergency, contact Campus Security, Facilities, and the Library Director. (Outside of normal working hours, Campus Security will contact Facilities). In the event that the Library Director cannot be reached, contact the following backup contacts:

Library Building manager

Collections Librarian

Response

Steps involved in Disaster Recovery:

Assess the damage.

Contact remaining Library staff and students if necessary for help.

Gather necessary emergency supplies.

Obtain work area for in-house salvage and restoration

Prepare material for freezing if necessary
Record all materials damaged and the extent of the damage
Contact collections recovery specialists and obtain quotes for service.
Work through insurance and fiscal issues to select appropriate service
Communicate regarding damage with library users and the campus community.

Specific Procedures for Water Damage

Protect material from overhead leaks by covering stacks with plastic sheets from the disaster boxes. Disaster materials are stored on the ground floor in technical services and also in the staff area located on the west end of the main floor. Begin moving materials to a dry area as soon as possible. For rising water move books from bottom shelves. Stabilize the environment to discourage mold, turn off heat and turn on air conditioning, fans and dehumidifiers and leave them on without interruption for as long as needed. An electronic temperature /humidity meter is kept in the Archives and can be used to determine the humidity of the area. Remove water on floors or in carpets with wet-dry vacuums. Remove damp or wet curtains or carpets. Keep the temperature down and air flowing for a week or more depending on the amount of water.

Salvage priorities

It may not be possible or affordable to preserve all the items in a particular collection: replacement may be cheaper. Top priority collection areas to keep in mind:

Archives and Special Collections
Youth Collection
Microfilm
Art books (N call numbers)
Photography books (TP? call numbers)

Plan Review Checklist

Library Director:

- Review insurance policy with risk management
- Review IT procedures with IT department
- Review campus communication plan
- Update Library plan status wrt integration with broader campus plans
- Develop staff training plans

Library staff:

- Review Collections Disaster Plan

Building Manager:

- Updates contact information referenced in the plan
- Checks and updates on in-house emergency supplies

Collections Librarian:

- Coordinates review & update of salvage priorities (biennial)
- Updates list of required emergency supplies

Appendices

Appendix A

Supplies

The Disaster Recovery Kits in the main floor office area and the Technical Services area contains the following materials. Please avoid using them for anything other than an emergency and replace them if any are used.

- Newsprint (34"x500') 5 rolls [from University Products, 1-(800) 628-1912]
- Dry cleaning sponge for soot removal [University Products, 1-(800) 628-1912]
- Wiper cloths (500) [Most are available from Staples, 1-(800) 333-3330]
- Paper towels (5 rolls, 100 sheets /roll Cellulose sponges (4)
- Waxed paper (to wrap around the covers of books to be frozen)
- Plastic drop cloths, 9'x12' (4)
- Duster (20) Super extra heavy grade 40 gal can liners (150) (for books, microfilm)
- Medium grade 40 gal. can liner, (500) (for shelf covering, light materials)
- Orange flagging tape for marking dangerous areas
- Orange "Danger" cone (4)
- Six pairs of latex lined gloves
- Powdered vinyl gloves (medium & large sizes)
- Flashlights (4, plus one at Circulation Desk one in Director's Office and one at ERC)
- Disposable dust masks
- Hard-hats (1 in Director's office, 1 in Archives, 2 at circ desk)
- Tool kit with hammer, screwdrivers, pliers, and a rubber mallet (kept in the staff area in the locked cabinet.)

Appendix B

Recovery Processes

Mold & Mildew

Mold and mildew can cause allergic reactions in some people. Dust masks and gloves are included in the disaster kit and special care must be taken to avoid exposure to the spores. Dry mildewed material should be kept in plastic bags and Fumigated. Wet material should be bagged and kept away from food if it is to be stored in any campus freezer.

Procedures for Books

Very wet books will tear if opened. Closed books should not be opened and opened wet books should not be closed. Damp books may be opened if necessary to air-dry them. Do not attempt to remove dirt or mud until the material is dry. Stand books upright, slightly open and interleave books with newsprint every ten pages. Books with coated paper interleave every page. Use waxed paper for interleaving coated papers. Turn fans on the books and change paper towels or new print as necessary. Air-drying is appropriate if only a few items are involved. If over 100 items are involved a commercial service may be needed and freeze-drying or dehumidification required. For manuscripts and personal papers do not separate papers, as they will tear. Place on toweling and fan dry, separating stacks of materials only as they become dry enough to do so.

Packing: Separate books with freezer or waxed paper to prevent sticking. Use waxed or freezer paper only for wrapping books. Use available boxes lined with trash bags or unlined plastic milk cases. For a major disaster the professional recovery team can supply milk crates. Pack books in a single row with the spine down. Do not overpack boxes.

Procedures for Computers and Computer Media

Make certain that power is off on all involved computers. Call the Computer Center x23582, for assistance. Dry immediately. Floppy disks can be washed in distilled water but may have to be removed from their jackets, washed, dried with lint free towels and put into new covers and copied. Do not touch disk surface with bare hands. Computer tapes can be cleaned by rinsing in distilled water and wiped against a felt pad. CD-ROMS can be gently cleaned and dried on paper towels.

Procedures for Microforms, Slides, Film

Microforms should be kept wet and not removed from their cartons. They must be professionally washed and dried within hours. Call for professional assistance immediately. Store in their original containers in cold water in plastic bags. Audio Tapes: air dry and copy as necessary.

Procedures for Phonodiscs

Remove the discs from their jackets, keeping the label with the disc or use a crayon to identify the item. Handle the discs by the edges and support them vertically. Consult a professional for cleaning. Records made after 1970 can be wipe clean with clean water and a soft cotton cloth. Clean with a circular motion following the grooves in the disc.

Appendix C: Disaster Recovery Services

Amigos Library Services - Preservation Services

14400 Midway Road

Dallas, TX. 75244-3509

800.843.8482; fax 972.991.6061

Assistance by phones M-F 8:30-5:00 Central Time, Referral to resources in a particular area.

American Freeze-Dry, Inc.

411 White Horse Pike

Audubon, NJ 08106

Tel.: 609-546-0777

Contact: John Magill

Services: Vacuum freeze-drying for books and paper, cleaning of materials, odor removal

Belfor USA

Portland Ore. 97230

1.800.262.9443

Recovery management and services

Conservation Center for Art and Historic Artifacts

264 South 23rd St.

Philadelphia, PA 19103

Tel.: 215-545-0613

Contact: Robert Strauss

Services: Regional Center; disaster planning advice; disaster recovery advice and assistance; restoration of photographic materials. Will answer questions over the phone, and can provide on-site assistance during an emergency. Can also help in disaster planning, and in restoration of water damaged photographic materials.

Document Reprocessors

2020 Pioneer #5

San Mateo, Ca. 94403

415.362.1290

Vacuum freeze drying

Eastman Kodak Company

Tel.: 800-242-2424

Services: Salvage and restoration of photographs.

Film Treat International Corp.

Long Island City, NY 11101

Tel.: 718-784-4040

Contact: Sam Borodinsky

Services: Rejuvenation of motion picture film.

National Library Relocations

78 Bridge Rd.

Central Isl., NY 11722

Tel.: 516-543-2821

Contact: Scott W. Miller

Services: Temporary Personnel; moving of collections; equipment rental-book trucks, vacuums, dollies, bins, ramps, cartons; vacuuming services-tank and back-pack vacuums; inventory of materials. Specialize in moving library collections, and could be of help with the shifting which is necessary after a large scale disaster, although the company does not claim any experience in handling water-damaged materials. NLR can offer packing, equipment rental, cleaning and inventory services.

Northeast Document Conservation Center

100 Brickstone

Andover, MA 01810

Tel.: 617-470-1010

Contact: Karen Motylewski

Services: Regional Conservation Center. Disaster planning advice; disaster recovery advice and assistance; restoration of photographic materials. NEDCC will provide emergency assistance over the telephone at no charge and may be reached day or night, seven days a week..

Northwest Library Bindery Inc.

121 Avery

Walla Walla, Wa. 99362

509.529.4220

Preservation Resources (formerly MAPS)

Nine S. Commerce Way

Bethlehem, PA 18017-8916

Tel.: 800-773-7222

Contact: Meg Bellinger

Services: Washing and duplicating microfilm.