

Disaster Recovery Plan for the North Hall Library

Revision History:
Version 2: March 2006
Version 1: Nov 2002

Table of Contents

Introduction.....	3
Goals	3
The Collection.....	3
Defining Disaster	3
Disaster Committee.....	4
Location	4
Review	4
Contact with Press or Media.....	4
Non-disaster Maintenance Concerns	5
Disaster Recovery Plan: Outline.....	6
Disaster Recovery Plan: Notification Procedure	7
Setting Up Disaster HQ	9
Assessment Procedure	10
Handling Computers	11
Stabilization Guide.....	12
Preservation Guidelines: Overview	13
Damage Recovery Priorities	13
Preservation Guidelines: Wet Books	14
Preservation Guidelines: Damp Books	15
Preservation Guidelines: Muddy Books	16
Preservation Guidelines: Moldy Books	17
Preservation Guidelines: Single Sheets	18
Preservation Guidelines: CDs and DVDs	20
Preservation Guidelines: Microforms	21
Preservation Guidelines: Videos, Cassettes, and Other Magnetic Media.....	22
Magnetic Media Salvage List	23
Preservation Guidelines: LPs/Vinyl Records.....	24
Preservation Guidelines: Kits	25
Preservation Guidelines: Photographs/Transparencies.....	26
Preservation Guidelines: Fire Damaged Items	27
Preservation Guidelines: Government Documents.....	27
Making Service Available.....	28
Appendix B: Recovery Supplies.....	30
Appendix C: Assessment Form	32
Appendix C: Assessment Form	32
Appendix D: Material Relocation Form	35
Appendix E: Guide to Using Pick and Scan	37
Appendix F: Outside Contacts	38
Appendix G: Library Location Maps.....	40
Appendix H: Library Closed Signs.....	42
References.....	46

Introduction

A major library disaster is defined as damage to more than 500 volumes (Brown University Library, 2002). Most disasters in libraries involve water, and wet books begin to mildew in 24 to 48 hours (University of Virginia, 2002).

The North Hall Library contains over 1.4 million volumes and includes rare and irreplaceable items. The library also houses the majority of the documents and photographs relating to the history of the institution. These items are protected against theft and fire, but are not protected against water damage. In addition, the collection is self-insured by the Commonwealth of Pennsylvania placing the university at risk of being unable to rebuild the collection should a disaster occur in lean years.

With this Disaster Recovery Plan (DRP), the institution is prepared to limit damage caused by natural or mechanical disaster. The plan will help to save as much of the collection as possible, and to restore services promptly. The plan will also facilitate inter-office cooperation in the event of a disaster. In addition, the Keystone Library Network (KLN) and the Susquehanna Library Cooperative (SLC) have or are developing consortial disaster plans, in which Mansfield's DRP will be apart.

Goals

The goal of the DRP is to provide guidelines for dealing with a disastrous event in the library effecting the building, collection or both. This document is not intended to prevent the occurrence of a disaster, but the library recognizes that prevention is the best approach to disasters. This plan will provide guidelines for responding to a disaster, limiting further damage to the building and collection, accessing and documenting damage, recovering materials as appropriate, and continuing to provide library service at some level.

The Collection

For the purposes of this plan, the collection is defined as all materials held by the library. This includes all print materials, everything in the media collection, computer resources, equipment and media that provide service for the library, and any artwork in the collection that is the property of library or university.

Defining Disaster

Most disasters in libraries are water related. This plan will focus mainly on water related disasters but will include information on mold.

A large-scale disaster is one in which 500 or more books are damaged. However, a disaster of any scale will be addressed.

The Disaster Committee recommends that the Disaster Phone Tree be started any time that leaking or standing water effects any part of the library collection or any part of the library that contains carpeting, computers, furniture or the collection.

Individual wet or moldy books, not related to a disaster, should be treated according to the Preservation Guidelines. The chair of the Disaster Committee should be consulted.

Disaster Committee

The Disaster Committee will research and write the DRP. They will conduct and attend training relating to disaster preparedness as needed. They will review and revise the plan when necessary.

Location

The DRP will be distributed to all library employees. A copy will also be posted on the library web. Disaster Committee members will keep a copy at home.

Review

The Disaster Committee will review the DRP for changes, corrections, and additions each fall. The phone tree will be reviewed and revised at the beginning of each semester and promptly updated for all employees.

Contact with Press or Media

All contact with the media or press is to be handled through the Public Relations Office (662-4293).

Non-disaster Maintenance Concerns

Many maintenance problems do not require the disaster team to be involved. Proper handling of maintenance issues may result in preventing a disaster from happening. Use the following guidelines to handle non-disaster problems.

Maintenance Problems

- **Day:** Call Maintenance (x4907) or Police (711). Notify Director and Administrative Assistant by email of the problem and who was notified.
- **Night:** Call Police (711). Notify Director and Administrative Assistant by email of the problem and who was notified.

Stopped Up Toilets or Sinks

- Place ALL bathrooms on that floor "out of order".
- Check other bathrooms in the building to see if the problem is occurring there also. If so, mark ALL bathrooms on the affected floors "out of order".

Disaster Recovery Plan: Outline

Step 1: Notify Police (see Notification Procedure).

Step 2: Notify Disaster Team (see Notification Procedure).

Step 3: Meet in location identified by Disaster Team Leader (see Notification Procedure and Setting up Disaster HQ).

Step 4: Work with Maintenance and Police to assure access to library as soon as possible. Note: library employees should have access to the library as soon as safely possible (see Setting up Disaster HQ).

Step 5: Assess the collection and damage. Photograph damage (see Assessment Procedure).

Step 6: Stabilize the environment (see Handling Computers and Stabilization Guidelines).

Step 7: Salvage materials (see Preservation Guidelines).

Step 8: Record material relocation and update Voyager when available (see Appendix E).

Step 9: Determine continuation of library services (see Making Service Available).

Disaster Recovery Plan: Notification Procedure

The library disaster phone tree is only for the recovery of materials due to disaster. This phone tree is not to be use for other library problems such as computer or patron issues. The phone tree is located in Appendix A of this plan, in every participating library employee's office, in every participating library employee's home, and at Police.

Library Closed

1. Police will handle notifying maintenance, fire, IT, etc. and will contact one person on the disaster tree. That person should ask the extent of the damage to determine if the disaster team needs to be notified. If so, they also need to determine if the building will be open to employees.
2. If the Library Director is the person contacted, he or she will notify the next person available on the tree and relay the information to them.
3. First person on the phone tree, excluding the Director, who is reached, will be the Disaster Team Leader. The Leader will decide, in consultation with the Director, if available, whether or not to call in employees for disaster recovery.
4. If team is called in, the Leader will decide where to meet on campus. Recommendations:
 - a. Library: ILL work area or tech services
 - b. Doane Conference Center (2nd Floor)
 - c. Off-campus location (Sheila's house is a possibility)The leader will also post the location of the meeting place on the main doors of the library (see Appendix H).
5. The Leader will notify the next person on the list, leaving messages to anyone not home. The Leader will continue to call others down the list until a person is reached. The Leader will explain about disaster and identify the meeting location.
6. The person spoken with will repeat the previous step until all people are called.
7. People who receive messages do not need to call anyone else on the list. They should report to the meeting location in the message. The meeting location will also be posted on the main doors of the library and will list the current meeting location.
8. People should meet at the location specified. If that location changes, a sign will be posted on the main doors to the library as well as the first meeting location if possible. The leader will be responsible for these signs and for notifying police of change of location.

Library Open

Notify police 711 or 662-4900.

Police will notify maintenance (x4907) and others as needed. Be sure to clarify with the police who will be notifying maintenance, disaster phone tree, and IT, if necessary.

Recommended:

1. Allow Police to notify maintenance and IT.
2. During normal office hours (8-4) the library employee who notifies the police should notify the Director (x4689) and Disaster Team Leader (first available person on the phone tree below the Director) of the problem. The Leader will notify the disaster team of meeting location and give instructions for notifying all the staff.
3. After normal day hours, ask the police to notify the disaster phone tree.

Setting Up Disaster HQ

Step 1 – Waiting to access building

- Gather the members.
- Identify the leader.
- Notify Police and Maintenance of leader.
- Attempt to obtain radio for communication with Police and Maintenance.
- Post appropriate signs on the library (Appendix H).
- Wait for word from Police that we can enter the building.
- Work with Police and maintenance as needed
- Assign assessment groups and areas of coverage.
- Notify regional disaster help, SLC (see Appendix F).

Step 2 – Access to building allowed

- Leader notifies the groups that they can enter the building.
- Gather assessment supplies. Supplies are located in Technical Service.
- Leader begins Assessment Procedure

NOTE: Access to the building should begin as soon as possible. The library disaster response teams will need access to the building as soon as it is safely possible, regardless of the cleanliness of the building or other ongoing cleaning efforts.

Assessment Procedure

- Leader assigns all floors and wings to teams.
- Teams use Assessment Form (Appendix C) to record damage.
- Groups assess damage and report to leader.
- Leader decides which areas to work on and assigns groups to those areas
- Leader works with disaster team members to determine the best choice for dealing with materials.
- Leader identifies additional supply needs.
- Leader coordinates locating supplies and contacting outside suppliers as needed.
- Leader identifies Recovery Work Area for drying materials and notifies teams of this area. Suggestions:
 - Technical Services
 - Reference work area (near mailboxes)
 - Another site on campus
- Leader works with or assigns disaster team member to work with Maintenance to assure that clean up is happening in such a way as to avoid further damage.
- Leader organizes protection of undamaged areas.
- Leader contacts Mark Polonia (x4680 or Police) if audio or video cassettes are in need of recovery.

Handling Computers

Library Computers

The Library IT staff person can be notified during the day in North Hall room 100, x4666. If this person is unavailable, contact the Help Desk (xHELP or x4357). If they cannot be reached, contact the Police (x711).

Wet computers should have the power turned off immediately. The main computer switch is at the Circulation Desk. The spare key to the power switch is in the cash box. This switch controls the lab machines, printers and print stations. Other computers/equipment that may need to be turned off include:

- Office computers
- Citation/Reference stations
- Student worker computers
- Laptops
- Copiers

Library Servers, located in Technical Services

Library IT staff person should be responsible for all decisions on the servers in the library (room 100) if at all possible.

If this person is not available, use the following guidelines for handling the servers:

Not wet enough to effect performance and not in danger of further damage:

1. Leave them alone.
2. Monitor the area to prevent further damage.

In immediate danger of water damage:

1. Turn off if necessary.
2. Turn off UPS.
3. Unplug.
4. Move to a safe location.

Immersed in water:

1. Turn off power to outlets if necessary.
2. Turn off UPS.
3. Unplug.
4. Move them to a dry location.

Contact IT as soon as possible at xHELP or x4357. If they cannot be reached, contact the Police (x711).

Stabilization Guide

It is important that the environment be stabilized as quickly as possible. Humidity must be below 50% and temperature must be below 68 degrees.

Supplies Needed:

- Dehumidifiers
- Wet vacs to remove water
- Fans to circulate air
- Towels

Possible Actions:

- Remove standing water with wet vacs.
- Run dehumidifiers making sure that the collection reservoir does not overflow.
- Use fans to circulate air.
- Dry shelves with towels.
- Remove wet carpeting and furniture from the area.
- Remove damaged material, according to preservation guidelines, to Recovery Work Area or discard.
- Remove undamaged materials from an area that cannot be stabilized.

Preservation Guidelines: Overview

- Treat materials according to the Preservation Guidelines for that type of material.
- Priority should be given to items based on the Damage Recovery Priorities list.
- Librarians should be consulted before items are sent out for treatment of any kind. They will determine if the item merits the cost of treatment or should be discarded.
- All items that have moved location should be noted on the Material Relocation Form (Appendix D).

Damage Recovery Priorities

1. Archives & Special Collections	Traditional Reading Room (2s) Room 208 (2s) Room 430 (4n)
2. Reference	2n
3. Music Scores	1s
4. Music Reference	1s
5. Art collection	4n
6. Media and laptops	Circulation Desk and Media Area
7. General collection and gov docs	2n, 3n, 4s, 4n
8. Microforms	3e

Preservation Guidelines: Wet Books

Problem: The paper in the book is completely soaked with water.

Supplies Needed:

- Wax paper
- Crates and boxes
- Markers and pens
- Hangtags
- Material Relocation Forms (Appendix D)

General Guidelines:

- Do not allow to dry.
- Do no attempt to open.
- Do not wring out excess water.
- Coated (glossy) paper: Leave under water if freezing must be postponed. Successful recovery chances are severely reduced.
- Pack for freezing (see below).
- Freeze promptly. Items must be vacuum freeze dried later by an outside supplier (see Appendix F).

Packing Books for Freezing:

An assembly line should be set up at the flood site for preparing items to be frozen. The assembly line will involve filling out forms and scanning, cutting wax paper, assembling crates/boxes, wrapping, and packing the volumes.

- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).
- Wrap in a piece of wax paper, cut to approximate size, in a U-shape around the item's spine.
- Pack in cardboard boxes or milk crates. Pack in a single row with the spine down if possible or pack flat. If packed flat, do not place a large book on top of a smaller one.

Notes:

- Do not box books in a normal standing position.
- Do not close books that have been swollen open. Pack them in their own box.
- Do not separate books that are stuck together. Wrap as a unit and pack together.
- Books whose cover bleeds need to be handled carefully. Wrap completely in wax paper and place all 'bleeding' books in the same box. Label the box "Bleeding Books." Do not allow this box to be stored on top of other boxes at any time.

Before freeze drying, a librarian needs to determine whether each volume merits this treatment over discard or replacement.

Preservation Guidelines: Damp Books

Problem: The books is wet or damp patches on localized areas

Supplies Needed:

- Wax paper
- Paper towels
- Newsprint
- Fan
- Material Relocation Forms

General Guidelines:

- Damp items need to be moved to the Recovery Work Area.
- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).

Coated (glossy) Paper:

- Insert wax paper between each wet page
- Fan the book open, standing it on its top or bottom edge.
- Position an fan (set on low) so air circulates into and around the book.
- Check every 30 minutes to ensure that the pages are not sticking together. If this occurs, wrap book loosely in wax paper, place in freezer according to instructions for Wet Books.
- When just barely damp to the touch, insert wax paper between each wet page and press under weight until completely dry.

Uncoated Paper:

- Place a sheet of uncoated paper towel or newsprint between the leaves every 20 pages or so.
- Fan the book open, standing it on its top or bottom edge.
- Arrange the interleaving such that it extends past the edges of the book at the fore edge and the head edge but not at the tail edge.
- Position an fan so air circulates into and around the book.
- As the interleaving papers become saturated with water, replace them with fresh interleaving. Try to place the papers between different pages.
- When just barely damp to the touch, insert paper towel or newsprint inside the front and back covers and press under a weight until completely dry.
- After the books feel dry to the touch, a condition that may take several days, remove the interleaving papers and leave the books fanned open, with the fans still running continually for several days.
- Line dry as either an alternative or a supplement to interleaving and air-drying. The volume is suspended from three strands of fishing line strung between two wall, tables, etc. Line drying can help to avoid spine distortion caused by extreme swelling or excessive interleaving.

Preservation Guidelines: Muddy Books

Problem: Books are muddy and may be either damp or wet.

Supplies Needed:

Sponge

General Guidelines:

- Do not attempt to remove mud, silt, dirt, etc. at the flood site, if possible. Allow items to dry and brush them off later.
- Wash the covers of items that are extremely dirty or contaminated by noxious or toxic substances, e.g. sewage.
 - Keep book closed tightly and hold it under cold, clean running water, letting the running water clean off the dirt.
 - Remove as much mud as possible from the binding by dabbing gently with a sponge.
 - Do not rub or use brushes, and do not sponge the pages or their edges, as these actions can force mud into the binding or paper and cause further damage.
 - Squeeze the book gently and with even pressure to remove excess water and to reshape binding.
- Wash the paper in a book only if absolutely necessary.
 - Treat item with extreme care.
 - Perform task as quickly as possible.
 - Hold the item under cold, clean running water, letting the running water clean off the dirt.
 - Freeze immediately and send out for processing.
- Do not wash:
 - Open or swollen volumes
 - Vellum or parchment bindings or paper
 - Full or partial leather volumes
 - Fragile or brittle books
 - Books with water soluble components (inks, tempera, water colors, dyes, charcoal, etc.)
 - Works of art on paper
 - Manuscripts
- On occasion it may be necessary to wash contaminant from the paper itself, in which case extreme care should be taken and the task should be performed as quickly as possible. Books that have been so washed, should be normally be frozen immediately and dried very carefully.
- Freeze or air dry depending on the degree of wetness following the Preservation guidelines for the appropriate type of material.

Preservation Guidelines: Moldy Books

Problem: A small number of moldy books. Mold can be powdery or slimy, any color, and may have an odor. Mold may cause allergic reaction in some people.

Supplies Needed:

- Fans
- Dehumidifiers
- Material Relocation Forms

General Guidelines:

- Wear latex or rubber gloves when handling moldy items. Wear a respirator if possible.
- Items must be moved to a separate and isolated work area.
- Items should be placed in sealed plastic bags before being moved if possible.
- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E). Do not open bag just to scan items. Moldy items can be added to the computer later from the Material Relocation Form.
- Freeze moldy volumes if mold treatment cannot begin immediately.
- Contact librarian before sending items for processing to see if recovery is necessary.
- Remove all clothes worn when handling moldy and wash in hot water with bleach.
- Dry and clean the area where the mold was found.

In-house Mold Treatment:

- Lower the temperature and humidity and create airflow.
- Dry wet materials, but do not place directly in front of a fan.
- Place the fanned out book in direct sunlight for two to three hours if there is low humidity outside. (Sunlight can cause fading). Protect loose pages from wind.
- Do not clean active mold. Inactive mold is dry and powdery.
- Clean outside if possible.
- Vacuum mold with a HEPA filter vacuum or a wet vac filled with Lysol/water mixture (follow bottle instructions). Lay a screen over single sheets before vacuuming. Dispose of vacuum bags in sealed plastic bags.

Large Mold Outbreak:

- Quarantine the affected area.
- Close and seal all vents in the quarantine area so there is no airflow to or from the area.
- Contact an outside consultant.

Freezing Moldy Items:

- Wrap small items in wax paper and freeze in the Break Room freezer or a home freezer.
- Freeze multiple items in a commercial freezer. Check for restrictions on housing moldy items where foodstuffs are stored.

Preservation Guidelines: Single Sheets

Problem: Wet or damp single sheets of paper

Supplies Needed:

- Fans
- Fishing line
- Clothespins
- Polyester film
- Paper towels or newsprint
- Wax paper
- Material Relocation Forms

General Guidelines:

- Air-drying is most suitable for small numbers of documents that are damp or water-damaged only around the edges.
- Freeze wet items that you are not able to attend to immediately. Thaw and dry using methods below when time is available.
- Freeze immediately any documents with running or blurred inks.
- Handle wet paper with care, as it is extremely fragile and easily torn or damaged.
- Items need to be moved to the Recovery Work Area.
- Fill out the Material Relocation Form for the item. Items can be grouped, i.e. you do not need to fill out the form for each individual sheet.

Separating Sheets:

- Separate documents on coated (shiny) paper immediately to prevent adhesion, or freeze documents to dry later.
- Place a piece of polyester film on top of the stack of documents.
- Rub the film gently down onto the top document.
- Slowly lift the film while peeling off the top sheet.
- Hang the polyester film up to dry on the fishing line using clothespins. As the sheet dries, the paper will lift itself from the surface of the film. Before the paper falls, remove it and allow the paper to finish drying on a flat surface.

Drying:

- Option 1: Lay single pages out on flat surfaces that are covered by clean dry newsprint.
- Option 2: Lay single sheets across fishing lines strung close together.
- Keep the air moving at all times using fans.
- Direct fans into the air and not directly at the drying items.
- Do not expose items to direct sunlight.
- Store dried items in clean folders and boxes. Dried documents will occupy more space than ones that have not been water-damaged.

Freezing Single Sheets:

- Freeze items exactly as found, even if that means freezing the entire filing cabinet as is.
- Freeze stacks of paper by placing wax paper in between stacks.
- Lay stacks flat to freeze.
- Thaw and dry items that can be easily dried in-house.
- Send out frozen items that bleed or are contaminated or if the quantity make in-house recovery impractical.
- Contact document conservator to recover items (see Appendix F).

Preservation Guidelines: CDs and DVDs

Problem: Wet or dirty CDs or DVDs

Supplies Needed:

- Cheesecloth
- Fishing line
- Clothespins
- Fan
- Material Relocation Forms
- CD cleaner if items have scratches

General Guidelines:

- Items need to be moved to the Recovery Work Area.
- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).
- Hold disc by outer edges. Avoid touching the surface of the CD/DVD and leaving oily fingerprints on the item.
- Wipe off water or dirt with cheesecloth or other soft, dry cloth, preferably lint-free. Work out from the center in a straight line. Do not wipe in a circular motion.
- Lay items with label down to dry.
- Remove all paper inserts from case and hang on clothesline with fan circulation to dry.
- Rinse cases if dirty. Open the case and let dry.
- If a CD has scratches and need repairs, or if it is oily, use CD cleaner. Use a cleaner like Nitty Gritty. Use according to package directions.

Preservation Guidelines: Microforms

Problem: Wet or dirty microfilm, microfiche, and microprint cards

Supplies Needed:

- Rubber bands
- Plastic wrap
- Garbage bags
- Newsprint
- Material Relocation Forms

General Guidelines:

- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).

Microfilm on Reels

- Rewashed and dry within 72 hours, by a microfilm processor
- Do not remove the films from their boxes.
- Hold microfilm boxes (and labels) together with rubber bands.
- Fill microfilm boxes with water.
- Wrap five cartons of film into a block with plastic wrap.
- Pack the blocks into a heavy-duty cardboard box lined with garbage bags.
- Label as wet film and ship to microfilm processor
- Wet materials can be shipped to Document Reprocessors (see Appendix F).

Microfiche

- Check for readability.
- Discard if photograph has blistered or delaminated.
- Wash in cool water and dry on newsprint or a lint-free cloth.

Microprint Cards (Located in Atrium on 3rd and 4th floors)

- Discard.

Preservation Guidelines: Videos, Cassettes, and Other Magnetic Media

Problem: Wet, damp or dirty magnetic media

It is difficult and expensive to successfully recover damaged magnetic media. Only items specifically identified in this plan will be recovered (see next page); all others will be discarded. Any item identified in this plan for preservation should have a back up copy made and stored off site in water-tight containers.

Discards:

- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).
- Discard.

Supplies Needed:

- Material Relocation Forms
- Newsprint
- Cheesecloth

General Guidelines:

- Items need to be moved to the Recovery Work Area.
- Contact Mark Polonia (x4680 or Police) to help with recovery of items.
- Do not dry any magnetic media with heated air as it will promote humidity, resulting in adhesion of the media.
- Do not freeze cassettes or videos
- Salvaged magnetic media can cause damage to playback equipment.

Wet or Damp:

- Items need to be moved to the Recovery Work Area.
- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).
- Dismantle the cassette.
- Blot excess moisture and air dry (place tapes on sheets of newsprint spread over plastic covered tables). To air dry, use forced air but not heated air for best result.
- Re-assemble housing and re-record onto another tape after drying.

Moldy or Muddy:

- Items need to be moved to the Recovery Work Area.
- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).
- Dismantle the tape.
- Wash tape in clean or distilled water.
- Air dry or dry with cheesecloth.
- Wind on reels and re-record onto another tape.

Magnetic Media Salvage List

- Archives
- Special Collections

It is encouraged that these items be backed up and stored off-site in water tight containers.

Preservation Guidelines: LPs/Vinyl Records

Problem: Wet, damp or dirty vinyl records

Discards:

- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).
- Discard.

Supplies Needed:

- Material Relocation Forms
- Newsprint
- Cheesecloth
- LP cleaner

General Guidelines:

- Items need to be moved to the Recovery Work Area.
- Contact the music librarian for assistance.
- Do not dry with heated air..
- Do not freeze vinyl records
- Avoid laying records flat if possible.
- Avoid touching the surface of the record and leaving oily fingerprints on the item.

Discarding polluted or moldy records:

- Commercial LP recordings that are contaminated by pollution or mold should be discarded.

Recovery steps:

- Items need to be moved to the Recovery Work Area.
- Fill out the Material Relocation Form for the item.
- Scan into computer (see Appendix E).
- Remove the record from the sleeve and separate any inserts. Remove any plastic wrapping or inserts
- Remove any loose labels that may slide onto the playing area of the record.
- Rinse record in water if necessary to remove large amounts of dirt and stand on edge to dry if possible. If only a few items are wet, they can be laid flat, but larger numbers should be on edge – a dish drying rack would be a possibility for this.
- Records can be cleaned using the record cleaning machine and supplies in the recording room (North Hall 115). Follow the directions when using the cleaning machine.
- Dry record sleeves and inserts using the single sheet procedure.
- Discard any plastic sleeves or clear plastic inserts

Preservation Guidelines: Kits

Kits should be opened and evaluated on a case-by case basis. Treat materials in the kits according to the guidelines in this plan for the appropriate material type.

When taking kits apart, make sure all items are appropriately labeled so that they can be paired with the rest of the kit later. Carefully write down on the Material Relocation Form (Appendix D) when parts of a kit are moved or discarded.

Some kits may have parts that need to be discarded and parts that are still useable. Do not discard an entire kit in this case without discussing with the education librarian.

Preservation Guidelines: Photographs/Transparencies

Problem: Wet, damp or dirty photographs and transparencies

Supplies Needed:

- Material Relocation Forms

General Guidelines:

- Damp items need to be moved to the Recovery Work Area.
- Fill out the Material Relocation Form for the item.
- Materials may be gently rinsed in clear cool water to clean mud or dirt.

Photographs:

- Dry within 48 hours.
- Handle by edges. Do not touch print surface. Do not blot.
- Air dry flat and face up.

Print Negatives

- Dry within 48 hours.
- Handle by edges. Do not touch print surface. Do not blot.
- Air-dry emulsion (the dull side/side that can be scratched) up or hanging from a clothesline.

Transparencies:

- Dry within 48 hours.
- Handle by edges or mounts.
- Air dry in mounts.

Preservation Guidelines: Fire Damaged Items

Items that are burnt or singed, and whose damage precludes or hinders use, should be discarded. Only discard items that damaged. Do not discard an entire set if only part of the set is damaged.

DO NOT discard items from Archives, Special Collections, Traditional Reading Room, or any of the work areas for these collections unless specifically directed to do so by the Archivist.

Any item that is discarded should be recorded on the Material Relocation Form and scanned into computer (see Appendix E).

Preservation Guidelines: Government Documents

Government Documents should be handled in the appropriate manner for each item type. Be sure to list the items on the Material Relocation Form. All gov docs need to have their call number (SUDOC) listed on the form. All gov docs that are discarded must be reported to the Government Documents Librarian who will report all discards to the federal government.

Making Service Available

Decisions to be made by the Director, Acting Director or Disaster Team Leader:

- Determine whether to close the library after disaster is contained. If building is closed, we will need to post instructions on the main doors to notify patrons and deliveries. Deliveries will need to be routed to another location, to be determined by Leader. Signs for library are located in Appendix H.
- Limit access to damaged areas if the library remains open with some damaged areas.
- Notify and relocate classes and other scheduled events.
- Determine if students/faculty and staff will remain at work.
- Work with 5th floor as necessary to coordinate access to their offices.
- Locate a campus location to offer library assistance, if necessary. Assign appropriate staff to this location.
- Notify students of where to go to obtain services and materials. Mansfield Public Library has agreed to accept our book returns if necessary (see Appendix F for contact information).

Prevention

An important part of making service available is having access to the many online programs and services. Each member of the library should regularly backup essential files. It is also recommended that any usernames and passwords be stored outside of the library so that computers can be accessed away from your normal work computer. It is especially important that Interlibrary Loan be able to access the necessary applications to work with other schools.

**This page left blank for
privacy**

Appendix B: Recovery Supplies

Supplies are available in Disaster Kits located in Technical Services. Some supplies, as noted, are available outside the library.

Personnel Safety

- Aprons, Polyethylene
- First Aid Kits³
- Gloves, Latex (S,M,L)
- Gloves, disposable
- Particle Masks

Collection Recovery

- Trash bags (30 gal)
- Ziploc bags (1 gal)
- Camera, disposable
- Electrical Extension Cords¹
- Fans¹
- Flashlights, waterproof
- Wax paper, 75 foot rolls
- Utility knife blades
- Utility knife
- Newsprint²
- Fishing line
- Paper towels
- Plastic crates²
- Polyethylene sheeting
- Sponges
- Tape, Clear Packing
- Tape, Duct
- Tape, Yellow Caution³
- Vacuum¹
- Hammer¹
- Screwdriver, Phillips¹
- Screwdriver, flat head¹
- Pliers¹
- Clothes pins
- Hang tags (for labeling crates)
- Towels⁴
- Polyester film²
- Cheesecloth
- Plastic Wrap
- LP cleaner (available in the recording room – 115 North Hall)

- CD cleaner (like Nitty Gritty): Lynn Stroud has CD cleaner and it is also available from Walmart.

Office Supplies

- Clipboards
- Paper pads
- Pencils
- Pens
- Pencils, wax
- Markers
- Scissors
- Push Pins
- Rubber bands

Facilities Recovery

- Buckets¹
- Mops, self wringing¹
- Wet-Dry Vacuum¹
- Dehumidifiers¹

1. Materials available from Maintenance.
2. Materials available from outside suppliers (see Appendix F).
3. Materials available from Police.
4. Materials available from Housekeeping.

Appendix C: Assessment Form

The assessment forms are to be used to first determine the extent and location of damage. The Team Leader is responsible for giving the forms to the recovery teams and assigning locations for those teams to cover. Teams may be assigned multiple wings or floors. The Team Leader is responsible for making sure all locations are being covered.

Remind teams:

- Report any uncontained problems immediately.
- Check all areas in a wing, including offices.

Assessment Form

Floor:

Wing:

Is disaster contained? IF NOT: Immediately report to the Team Leader, Police, or both.

Make sure to look in all rooms/offices for damages!

Damaged materials

Type of damage	water	fire
description of damaged materials		
# of damaged books		
collection / ranges of damage or Call #'s affected		
types of materials affected: books, journals, CDs, microforms, etc. furniture, computers, office materials		
Seriousness of damage: damp, soaked, singed		
What supplies are needed? (you may not know this)		
How much water is in the area?		

Other types of damage:

Undamaged materials

Are undamaged areas in need of protection from damage?		
What call numbers/ranges/collections are in need of immediate attention to prevent damage?		
Is damage to surrounding area a serious threat to the collection?		
What supplies are needed? (you may not know this)		
What areas are damage free?		

Comments

Appendix D: Material Relocation Form

Every item that is moved from its permanent library location for disaster recovery must be accounted for on a Material Relocation Form. If electricity is available, items should be scanned according to the directions in Appendix E, for bulk location change in Voyager. If items are scanned, check the "Scanned" column on the form so that they are not added later according to the Pick and Scan Instructions.

Appendix E: Guide to Using Pick and Scan

When materials will be relocated for preservation, the location change must be noted in Voyager. Use "Pick and Scan" in the Voyager Circulation module for identifying the temporary location for these items.

If electricity is working, complete the following steps:

1. Scan the barcodes of damaged materials into a text file using either Notepad or WordPad.
2. Save the text file to a floppy disk. Name the file so it identifies which part of the collection is in the file.
3. Log-in to the Circulation module of Voyager.
4. Click Functions → Pick and Scan, or type Ctrl+K.
5. In Item Options Tab, Change Temporary location to Disaster Recovery.
6. Click the Items tab.
7. Select File from the right side of the screen. Choose the A drive and the file name you gave the list in Step 2.
8. Click on Process File.
9. Click on Print List.
10. Keep printed list with diskette.
11. Click Close when Pick and Scan processing is complete.

If electricity is not working, complete the following steps:

1. Write down barcode numbers (last 7 digits) on the Material Relocation Form (Appendix D).
2. Type barcodes into a text file when power has returned. The first digits of every barcode number are 3309800. So numbers entered into the computer will need this prefix added.
3. Check the "Scanned" column on the Material Relocation Form when item has been entered.
4. Follow the instruction above, beginning with Step 2.

When items are available for circulation again, remove the temporary location by completing the following steps:

1. Log-in to the Circulation module of Voyager.
2. Click Functions → Pick and Scan, or type Ctrl+K.
3. In Item Options Tab, Choose "Clear" in the Temporary location drop-down menu.
4. Click the items tab.
5. Select the file
6. Click Process.

Appendix F: Outside Contacts

Milk crates:

Newsprint:

The Wellsboro Gazette
25 East Avenue
Wellsboro
724-2287
Open 8-5, M-F
Notes: Free end rolls are available.

Freezer Space:

Book return:

Mansfield Free Library
71 North Main Street
662-7423
Contact: Mary Sirgey
Notes: Patrons can use their book drop in the event we have a disaster severe enough to preclude folks from dropping stuff here.

Microfilm Recovery:

Document Reprocessors
5611 Water Street
Middlesex, NY 14507
800-4DRYING
Call (716) 554-4500 or fax (716) 554-4114 to let them know quantity and condition of materials before shipping.
<http://www.documentreprocessors.com>

Freeze Drying:

Document Reprocessors (see above)

Munters
79 Monroe St.
Amesbury, MA 01913
800-I-Can-Dry (800-422-6379) or 978-241-1100
<http://www.munters.us>
Approximately \$6/book

Mold Treatment:

Munters – cleaning of interiors (see above)

Document Reprocessors - mold removal (see above)

Document Conservator (single sheets):

Document Reprocessors - document drying and cleaning (see above)

SLC:

This information left blank for privacy

Northeast Document Conservation Center [NEDCC]

Offers an emergency assistance program for damaged paper-based collections. This service does not normally include on-site assistance. Information provided includes advice on drying wet collections and dealing with damage from fire, pests, or mold. Referrals to commercial disaster recovery service providers experienced with library and archives collections can also be provided.

Call (978) 470-1010, day or night, seven days a week. After Center hours, you will be referred to a second telephone number to reach a staff member.

Appendix G: Library Location Maps

University Library

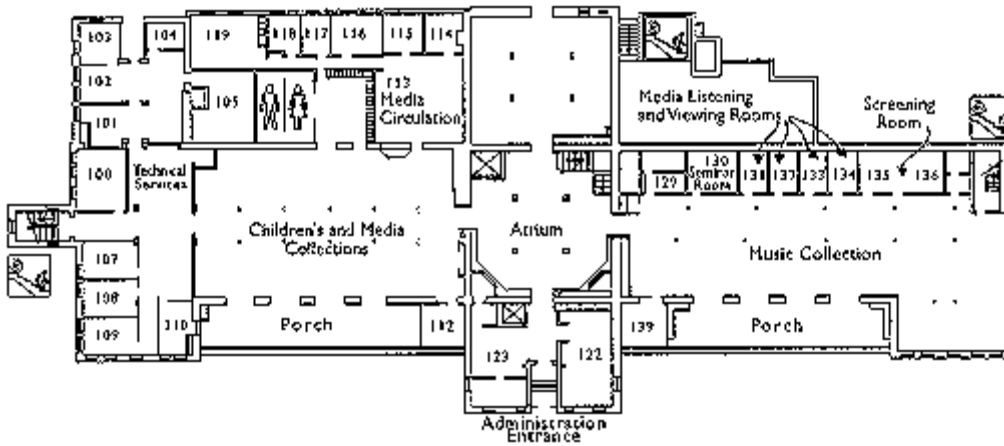


Floor Plan

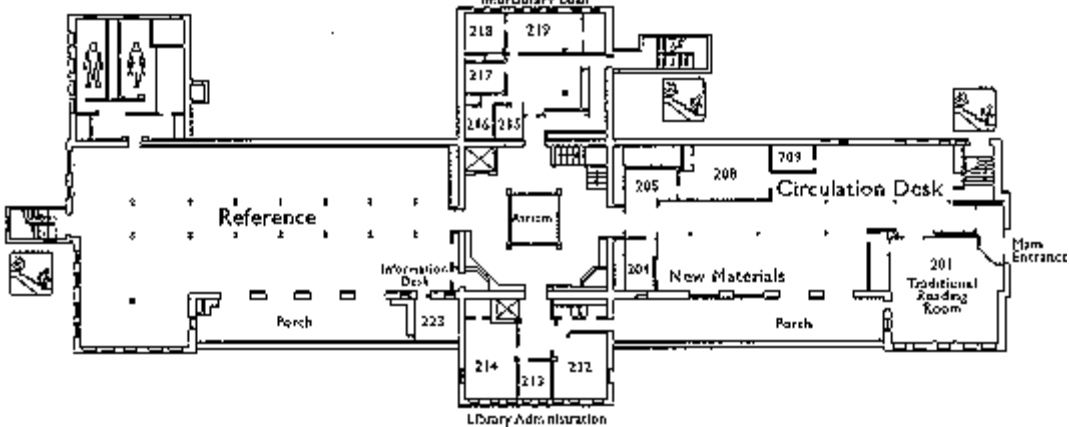
SERVICES AND COLLECTIONS

	Floor		Floor
Administration, Library	2	Microforms	3
Book Stacks A - HV1331	3	Music Collection	1
Book Stacks HV1416 - Z	4	New Materials	2
Book Stacks Oversize A - Z	4	Newspapers	3
Children's Books	1	Periodicals	3
Circulation	2	Reference Services	2
Curriculum Materials	1	Reserves, Non-print	1 (Media)
Government Documents	2 (Ref.)	Reserves, Print	2 (Circ.)
Interlibrary Loan	2	Technical Services	1
Maps and Atlases	2 (Ref.)	Traditional Reading Room	2
Media	1		

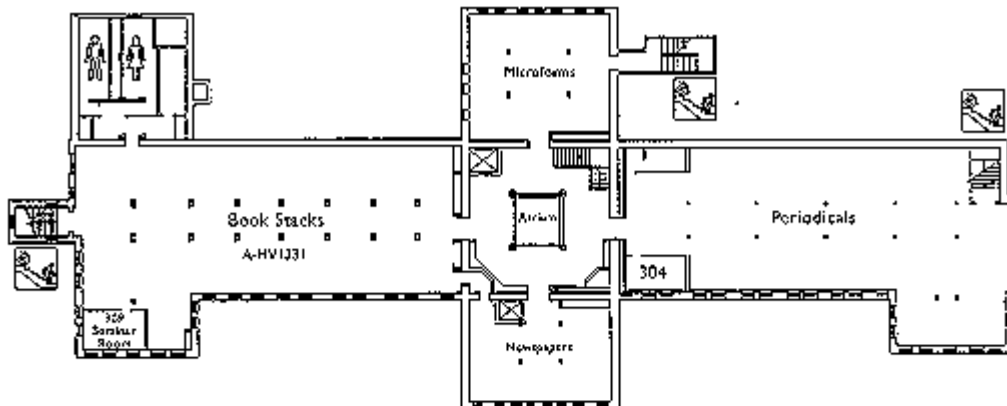
Floor 1



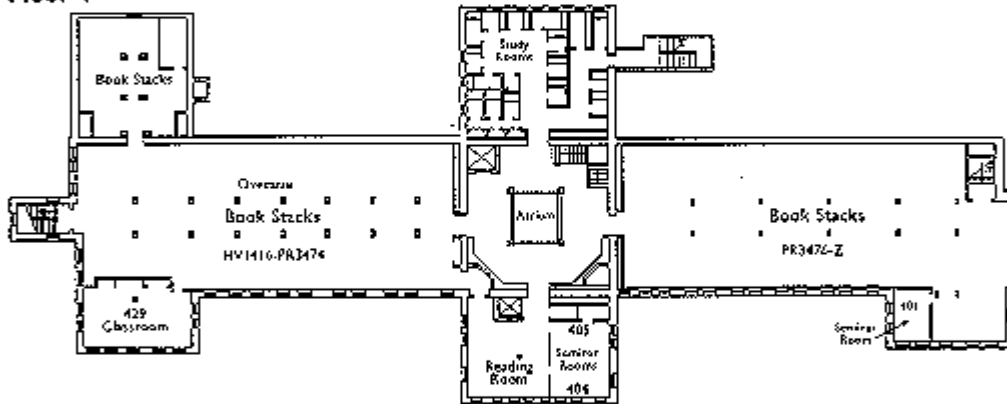
Floor 2



Floor 3



Floor 4



Patrons may not smoke, drink, or eat in any area of the Library. Pets and the use of chewing tobacco are forbidden in all areas of the library.

The library uses an electronic security system which detects any materials that are not checked out. Individuals who attempt to leave the building with materials that have not been checked out from the library are automatically referred to University Police.

The library is accessible to persons with disabilities. Patrons who need to use the elevator may check out a key at the Circulation Desk. Patrons who require additional assistance should go to or call the Information Desk (662-4671).

Appendix H: Library Closed Signs

Post at Book Drop and Main Doors

Library is Closed

**Disaster Teams
Report to:**

Post at Book Drop and Main Doors

Library is Closed

**Return all Materials
to:**

Post at Main Doors

Library is Closed

Go To:

**For Research
Assistance**

Post at any door that accepts deliveries

Library is Closed

**Deliveries should be
made to:**

References

- Alire, C. (2000). *Disaster planning and recovery: A how-to-do-it manual for librarians and archivists*. New York: Neal Schuman.
- Drewes, J. M. (1989). Computers: Planning for disaster. *Law Library Journal*, 81, pp. 103-116.
- Harvard University Library. (2002). Library preservation at Harvard: Emergency preparedness plan. <http://preserve.harvard.edu/emergencies/plan.html> . October 1, 2002.
- Harvard University Library. (2002). Recovery of Harvard University library collections. <http://preserve.harvard.edu/emergencies/harvard.html> . October 7, 2002.
- Henry, W. (July 6, 2001) Outline for a flood preparedness exercises. <http://palimpsest.Stanford.edu/byauthor/henry/disprep.html> .
- Illinois State University (October 6. 2000) Illinois State University Libraries Disaster Plan. <http://palimpsest.stanford.edu/bytopic/disasters/plans/isudis.html> .
- Kahn, M. (1998). *Disaster response and planning for libraries*. Chicago: American Library Association.
- Library of Congress (July 19, 2002). Emergency drying procedures for water damaged collections. <http://lcweb.loc.gov/preserv/emerg/dry.html> . October 7, 2002.
- Lyall, J. (1998). Disaster planning for libraries and archives: Understanding the essential issues. <http://www.nla.gov.au/nla/staffpaper/lyall1.html> . October 1, 2002.
- Patkus, B. L. (June 20, 2002) Emergency salvage of moldy books and paper. <http://www.nedcc.org/plam3/tleaf39.html> . November 6, 2002.
- Walsh, B. (May 17, 2002) Salvage at a glance. <http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html> . October 7, 2002.