

WML Disaster Preparedness Plan

The Harry and Jeanette Weinberg Memorial Library

The University of Scranton

800 Linden Street

Scranton, PA 18510

Prepared by: George J. Aulisio

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Table of Contents

INTRODUCTION

General Information.....	4
How to Use this Plan.....	4
Review.....	4

SECTION I: -- PREVENTION

1.1 Awareness.....	5
1.1.1 General Building Safety Awareness.....	5
1.1.2 Prevention of Water Damage.....	5
1.1.3 Prevention of Fire.....	5
1.1.4 Prevention of Mold.....	5
1.1.4 Public Safety	6

SECTION II: -- RESPONSE

2.1 University Police – General Emergency Response.....	6
2.2 Library Specific Emergency Response.....	7
2.3 Emergency Instructions.....	9
2.3.1 Water Leaks or Flooding.....	9
2.3.2 Mold.....	9
2.4 Salvage Priorities	9
2.5 Initial Response Steps	10
2.5.1 Assess the Damage.....	10
2.5.2 Stabilize the Building and Environment.....	10
2.5.3 Prepare for Recovery of Collections.....	10

SECTION III: -- RECOVERY

3.1 General Salvage Procedures	11
3.1.1 Freezing.....	11
3.1.2 Drying Options.....	12
3.1.3 Packing.....	14
3.1.4 Documentation.....	15
3.1.5 Fire Damage.....	15
3.2 Salvage of Specific Media	16
3.2.1 Archival Materials.....	16
3.2.2 CDs and DVDs.....	16
3.2.3 General Collection Books.....	16
3.2.4 Rare Books.....	17
3.2.5 Microfiche & Microfilm.....	17

3.2.6 Newspapers.....	18
3.2.7 Objects.....	18
3.2.8 Paintings.....	18
3.2.9 Photographs	19
3.2.10 Serials.....	19

SECTION IV: -- REHABILITATION

General Information.....	20
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SECTION V: - APPENDICES

Appendix A – Sources for Preservation Advice.....	20
Appendix B -- In House Supplies.....	21
Appendix C -- External Supplies and Services.....	22
C.1 Freezing Services.....	22
C.2 Collection Salvage Services.....	22
Appendix D – Record Keeping Forms -General Information.....	23
D.1 Collection Incident Initial Report Form.....	24
D.2 Collection Incident Salvage Timeline Form.....	25
D.3 Collection Incident Rehabilitation Timeline Form.....	26
D.4 Packing and Inventory Form.....	27
D.5 Environmental Monitoring Form.....	28
Appendix E -- Floor Plans	
E.1 First Floor.....	29
E.2 Second Floor.....	30
E.3 Third Floor.....	31
E.4 Fourth Floor.....	32
E.5 Fifth Floor.....	33
E.6 Basement.....	34

INTRODUCTION

General information

This plan was adapted from a dPlan.com disaster preparedness plan. Its purpose is to offer guidance for disaster response and recovery in the library building. (further define scope? Things we don't have other documents for?) not all emergencies are disaster related

It is important to remember that safety is always the highest priority. Recovery of collections should not begin until all staff and patrons are safe.

How to use this plan

This plan consists of four main sections (I. Prevention, II. Response, III. Recovery, and IV. Rehabilitation), and a number of appendices.

Review

This plan should be reviewed and updated regularly.

Any questions, suggestions, concerns, or requests for training should be sent to George Aulisio or Library Administration.

Section I. -- PREVENTION

1.1 Awareness

1.1.1 General Building Safety Awareness

- All staff and student workers should be knowledgeable of the building, its exits, fire alarms, fire extinguishers, emergency telephones, and panic alarms.
- Be aware that during an emergency, an alternate evacuation route may need to be taken.
- Staff and student workers should **report all incidents and possible safety concerns** to Library Administration.

1.1.2 Prevention of Water Damage

- Prevention begins with awareness. Be aware of areas of the building that have had problems in the past:
 - Second floor windows facing the patio - those closest to the Research Services desk
 - Any place with discolored ceiling tiles, especially those near bathrooms (leakage from above)
 - The wall between the bathrooms on the fourth floor (leakage from above)
 - Carpets and floors near bathroom doors (overflowing)
 - Basement areas - especially in the far back above the rolling shelves and in the stairwell after you pass the maintenance office
 - Room 124J in the Reilly Learning Commons (floor against the back wall)
 - **Back door at loading dock**
- During a significant storm, Research Services & Circulation Services should do a walk through of the building and look for any water damage or possible leaks.

1.1.3 Prevention of Fire

- Prevention begins with awareness. Be aware of fire risks within or near the building.
 - Never stack combustible items near heating vents, for example, newspapers.
 - Computers can be very hot, do not stack combustible material near or especially behind a computer.
- Report all fire risks to your supervisor or Library Administration. This includes, but is not limited to:
 - Hanging wires
 - “Patched” extension cords
 - Sparking equipment
 - Emergency exit doors that do not make an alarm sound
 - Open emergency exit doors

1.1.4 Prevention of Mold

- It is recommended by the [NEDCC](#) that building temperature be at 70° Fahrenheit and Relative Humidity kept between a minimum of 30% and a maximum of 50% ([NEDCC Preservation Leaflet - The Environment](#)).
- Books should not be shelved so tightly against each other that it is difficult to remove an item from the shelf.

- Prevention begins with awareness. Be aware of what mold looks like and report to your supervisor if you find something questionable.
- **Add info from Marleen, or does that belong in the Response section?**

1.1.5 Public Safety

- Prevention begins with awareness. Be aware of individuals within the building.
- Always report suspicious activity to your supervisor.
- Use the library blog to notify others when there is suspicious activity, especially during the evenings, as some staff are alone in their in work spaces.
- Members of the public are not allowed in any of the 24 hour spaces after the building closes.

Section II. – RESPONSE

2.1 University Police – General Emergency Response

Do not hesitate to call University Police in case of an emergency.

University Police Dispatcher: **570-941-7777**. It is recommended that you add this number to your cell phone for easy reference.

The **University’s Emergency Response Plan** can be retrieved at the link below, in the left menu under Emergency Response Procedures: <https://www.scranton.edu/about/university-police/index.shtml>

Emergency Notification

In the event of a credible threat to the safety of the University community, the University will send an emergency notification to all members of the University community (via telephone and email) advising of the nature of the emergency and guidelines to follow to reduce the risk of injury.

Fire Alarm response

All buildings at The University of Scranton are equipped with automated fire alarm systems and monitored 24 hours a day by University Police. When a fire alarm is received, University Police are dispatched and the Scranton Bureau of Fire is notified to respond. **All inhabitants are required to evacuate a building when the alarms go off.**

Building Evacuation

- Collect your immediate belongings and exit by the nearest designated route.
- Ensure that others in your immediate vicinity are aware of the need to evacuate.
- Student workers on duty during an evacuation should report to their supervisor outside after evacuation.
- Support those that may need assistance. **If you cannot assist, direct the person to a designated staging area and notify University Police in person or at 570- 941-7777 and specify the person’s location. (this part is no longer in the police doc, but is mentioned in the desk reference doc)**
- Close but DO NOT LOCK doors as you leave.
- DO NOT USE ELEVATORS.

- Proceed to the designated Rally Point (Founder's Green)
- Coordinators should perform a count of all the people in your area, including student workers. If someone is not accounted for, immediately notify Library Administration.
- Do not return to the building until directed by University Police.

2.2 Library Specific Emergency Response (meant to compliment the Emergency Desk Reference Document issued by Univ. Police.) **(note that this info is also a separate document and needs to match any edits)**

Library Faculty & Staff should report all incidents and safety concerns to University Police (x7777) and Library Administration (evening/weekend phone numbers are available at all service desks). This includes anything listed below, and anything else notable or unusual. Student workers should be advised to report any safety concerns to their supervisor, who will then alert Library Administration.

Mechanical/Utilities - For mechanical, electrical, or utility related situations, call Facilities (x7416). After 4:30pm or on weekends have University Police (x7777) page maintenance staff to the location. If an emergency requires that something be turned off (e.g. electricity, water lines) call University Police and ask them to notify Facilities and explain the situation.

Power outage – Stay in the building until the lights come back on, or until instructed by Univ. Police to evacuate the building. If evacuated, clear all patrons and secure the building as normal at closing. Card swipes will work once power is restored. If needed, flashlights are available at each service desk. Please make sure you know where “yours” is located!

Tornado warning – if an emergency notification is made for a tornado alert, and we are not asked to evacuate, make an announcement requesting that patrons clear the Heritage Room (glass ceiling) and move away from windows on all floors. If instructed to take cover, the stairwells are the best location. The basement is also an option, but is very crowded. If evacuation is necessary, an announcement should be made, and the fire evacuation plan should be followed unless other directions are given.

Evacuation Announcement: Due to _____ University Police have asked that the building be evacuated. Please take your belongings and proceed to the nearest exit. Do not use the elevators. If you need assistance please use a red emergency phone and state your location for University Police.

Loss of water – if emergency notification is made for loss of water in the building contact Univ. Police at x7888 (non-emergency number) for advice on whether or not to evacuate or to just post signs.

Significant Rain Storms - During unusually strong storms Research Services & Circulation Services should do a walk through the building and look for any water damage and/or possible leaks. If anything is discovered call Facilities at x7416 and/or Univ. Police (x7777 emergency/x7888 non-emergency). If collections are getting wet, move the materials or cover the area with plastic and consult the WML Disaster Preparedness Plan. Rolls of plastic are stored in the basement closet, the 1st floor closet by the entrance to Technical Services, and in the 2nd floor Research and Instruction closet.

Inclement Weather - If you are at work or scheduled to work and have any weather related concerns

please contact the Dean or the Associate Dean. If the decision is made to close the library, please let your supervisor know (for timecard purposes).

Public Safety

- Be aware that there is an online Library Security Report form available at <https://href.li/?https://www.jotform.com/form/92678034362158> for reporting incidents. The text about the type of incidents to report is reproduced below:

Type of Incident (Report to University Police by calling x7777. Please make sure that Circulation, Research Services, and Media service desks know that University Police were called.) *

- Stolen property reported
- Abandoned property/valuables found
- Vandalism observed
- Vandalism reported/discovered
- Intoxication
- Stalking or other harassment reported
- Out of control/dangerous behavior
- Behavioral problem
- Elevator problems – post signs too
- Heritage Room/Archives Security/Fire Alarm
- Other (describe below in Summary of Incident)

2.3 Emergency Instructions

2.3.1 Water Leaks or Flooding

- Immediately contact Facilities (x7416) or University Police (x7777) and have them page library maintenance to the problem areas.
- If possible, determine the source of the water leak.
- When maintenance arrives explain to them the situation.
- Notify Library Administration ASAP.

If water is contaminated (e.g. sewage water), then professional assistance will be needed.

If you are certain the water is clean, then you can protect the collections from further damage as appropriate by:

- Moving wet or vulnerable items to a dry, secure location nearby.
- Protect collections by covering them with plastic sheeting. Rolls of plastic are stored in the basement closet, the 1st floor closet by the entrance to Technical Services, and in the 2nd floor Research and Instruction closet.

2.3.2 Mold (needs work – maybe Marleen’s info here and not in prevention?)

If you discover mold:

- Find the source of the mold, if possible. Normally this would be moisture in the form of a leak, but high humidity, poor air circulation, and condensation are also common causes.
- The environment may need to be modified so that it is no longer conducive to mold growth. Facilities and Operations should stop any leaks, remove standing water, and/or bring in dehumidifiers to reduce humidity. The climate should be below 70 degrees Fahrenheit and 50 percent relative humidity.
- Monitor temperature and humidity with a reliable monitoring instrument.
- Isolate infected books and other items.
- Instructions for drying and cleaning moldy collections can be found in NEDCC’s “Emergency Salvage of Moldy Books and Paper” <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.8-emergency-salvage-of-moldy-books-and-paper>

2.4 Salvage Priorities

If specific areas of the building are affected, those materials are the priority. If the entire building is affected, priorities are as follows:

Priority 1. – Archives and Special Collections

The Special Collections Librarian will coordinate what materials in the Archives and Special Collections need to be moved and in what order.

Priority 2. – Library Art or Library Exhibit (depending on the exhibit)

Priority 3. - Collections by subject area

2.5 Initial Response Steps

This section provides a general outline of the initial steps to take when an emergency causes damage to collections. Depending on the scope of the disaster, some of these actions may be carried out concurrently, while some may not be needed at all.

2.5.1 Assess the Damage

- Determine the extent of the damage
 - What kind of damage is it (e.g., water, fire, smoke)?
 - If there is water damage, what kind is it (e.g., clean, dirty, rain, river, sewer)?
 - How serious is the damage?
 - How many and what type of materials are affected (e.g., general collections, local history materials, audio/visual materials, computers and data, plain paper, coated paper)?
- Take photographs or video.
- Fill out a Collection Incident Report Form (pg.24).
- If collections are soaked, then the books will need to be frozen ASAP.
- If collections are damp and there is space to do so, they can be air-dried. (see pg.12 for drying options.)

2.5.2 Stabilize the Building and Environment

If the emergency involves water (such as wet collections, furniture, carpeting, or even standing water), it is very important to quickly dry out the building and environment to avoid mold growth.

- Facilities personnel and Library Administration should work together to coordinate building recovery issues.
- Do not turn up the heat; this will not dry out the space and may encourage mold growth.
- If the climate control system is working, it should be used to provide as much cooling and dehumidification as possible. The goal should be to keep the temperature below 70 degrees Fahrenheit and the humidity as much below 50 percent as possible.
- If the climate control system is not sufficient to reduce the temperature and humidity to the desired levels, outside assistance will be needed.
- Wet carpeting should be removed and wet furniture and standing water should be removed. Even if the carpeting appears dry, it must be checked underneath to ensure that both the carpet and the padding are dry.
- Staff should monitor the temperature and humidity in the recovery area several times a day to ensure that the desired conditions are reached and maintained for the duration of the recovery effort. See Environmental Monitoring Form (pg.28).

2.5.3 Prepare for Recovery of Collections

- Get advice from a preservation professional. (see Appendix A-pg.20)
 - Unless the disaster is very small, it is likely that you will want to contact a preservation professional to ensure that you are responding properly.
- In the event of a major disaster, you may need to arrange for a professional to provide on-site assistance.
- Decide what will be salvaged and what will be discarded.
 - Remember that salvage priorities may need to be adjusted according to the extent and or type of damage.
- Decide how the damaged materials will be treated.
 - Sort wet collections, separating those to be frozen from those to be air-dried.
 - Keep track of collections at all times; use the Packing and Inventory Form on pg.27.
- Determine if it is necessary to relocate parts of the collections for either salvaging damaged books or storing books to prevent further damage.
- Identify possible sites in your community for relocation: school gymnasiums, empty or partly-empty warehouses, church halls, businesses with temporary space.

Appendix C includes a list of companies specializing in collections recovery. There are a small number of companies nationwide that have experience working with cultural institutions to recover buildings and collections. These companies provide a range of services, from building dehumidification, to vacuum freeze-drying, to mold remediation. If you are faced with a significant disaster, it is likely that the university will need to contact one of them for assistance.

SECTION III: RECOVERY

3.1 General Salvage Procedures

This section provides general background information on salvage techniques for water, mold, and fire-damaged collections.

3.1.1 Freezing (for Local Freezing Companies see Appendix C)

If wet materials cannot be dried within 48-72 hours, they should be frozen because they are at risk of developing mold, particularly if there is high humidity. Freezing wet materials also stabilizes them, keeping water damage from worsening. Water causes a variety of damage to paper-based collections: book bindings and pages swell and distort, pages and documents cockle, water-soluble inks can bleed, and coated papers begin to adhere to each other as soon as the volumes begin to dry. However, once wet collections are frozen, no additional damage occurs. Thus, if freezing occurs quickly there is less physical damage and more chance that the materials can be salvaged rather than replaced.

It is difficult to transfer wet collections directly to a salvage company for freezing quickly enough to prevent mold and minimize water damage, since there are only a few of these companies nationwide. In addition, institutions often require time to make decisions about what should be done and allocate funding for salvage. Thus, it is usually best to freeze collections locally, even if they will ultimately be sent to a salvage company to be vacuum freeze dried. A commercial blast freezer will provide the best results; materials should be frozen at -10 degrees Fahrenheit or lower.

Be aware, however, that not all paper-based materials can be frozen. The Salvage of Specific Media section indicates which materials should not be frozen. In general, bound volumes and paper records can be frozen. If necessary, most photographic materials can be frozen, although it is better to dry them immediately. Cased photographs (such as daguerreotypes, ambrotypes, tintypes) should never be frozen.

If there is no local freezer facility available (due to a widespread disaster or other reason), a refrigerated truck may be needed to transport materials to the nearest freezer facility. A refrigerated truck will not freeze the collections, but it may keep them cool enough to avoid mold growth. Cold storage units can also be rented.

3.1.2 Drying Options

There are several options for drying wet collections. The method chosen will depend on the extent of the damage to collections and to the building, the amount of material involved, the rarity/scarcity of the damaged material, the number of staff or others available to provide assistance, and the funding available for salvage. If you choose to contract out for drying services, it is important to put a contract in place with the vendor.

A general summary of the drying options is provided here to assist your institution in making decisions. Remember that no drying method will undo the damage that has already been done, however. The materials will not look better after drying than they looked before drying began. However, some drying methods can minimize or prevent additional damage, and in general, the quicker collections can be dried (or frozen, as described above) the less damage there will be.

Air-Drying

Air-drying is best used for small numbers of damp or slightly wet books or documents. It is less successful for large numbers of items or for items that are very wet. It requires no special equipment and can be done on site using staff or volunteers, but it is very labor-intensive, requires a lot of space, and often results in bindings and paper that are very distorted. It is seldom successful for drying bound volumes with coated paper. There will also likely be additional costs for rehabilitating collections, such as rebinding, flattening of single sheets, and additional shelf space to store volumes that remain distorted after drying. It is important to always contact a conservator or other preservation professional about drying unique or rare materials; they will sometimes choose to air-dry the item(s) using special techniques, or they will suggest another drying option.

In general, air-drying must be done in a clean, dry environment where the temperature and humidity are as low as possible. At a minimum, temperature must be below 70 degrees Fahrenheit and humidity must be below 50%. The air should be kept moving at all times to accelerate the drying process and discourage mold growth, but care must be taken not to blow away loose documents. Single documents can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint. Bound volumes can be dried on tables covered with plastic or unprinted newsprint. The volume should be interleaved about every fifty pages with paper towels or unprinted newsprint, and then stood on its head, fanned open, and placed on several sheets of absorbent paper. If the edges are only slightly wet, interleaving is not required. When volumes are dry, but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into their normal shape, and held in place with a light weight. Do not stack drying books on top of each other, and check frequently for mold growth, particularly along the gutter margin.

The above instructions provide only very general guidance; additional instructions will be needed if air-drying is to be undertaken. There are a number of resources that provide detailed directions for air-drying wet materials.

Freezer-Drying

Books and records that are only damp or moderately wet may be dried successfully in a self-defrosting blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below –10 degrees Fahrenheit to reduce distortion and to facilitate drying. Expect this method to take from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. Caution is advised when using this method for coated paper, as leaves of coated paper may stick to each other.

Vacuum Freeze-Drying

This process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Books and records must be frozen, then placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees Fahrenheit, remain frozen. The physical process known as sublimation takes place; that is, ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber.

Many coated papers can be difficult to dry without sticking together once they are wet. Because it is nearly impossible to determine which papers will block, all coated papers should be treated the same way for the purpose of vacuum freeze-drying: before any drying takes place, and ideally within six hours of becoming wet, materials should be frozen at -10 degrees Fahrenheit or lower. Then they may be vacuum freeze-dried with a high potential for success. Rare and unique materials can be dried successfully by vacuum freeze-drying, but leathers and vellums may not survive. Photographs should not be dried this way unless no other possibility exists. Consult a photograph conservator.

Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt, and/or soot is lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze-drying can indeed be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, thus reducing the per-book cost and making the process affordable. See Appendix B: External Suppliers and Services for vacuum freeze-drying service providers.

Vacuum Thermal Drying

Books and records that are slightly to extensively wet may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, and heat is introduced. Drying typically occurs at temperatures above 100 degrees Fahrenheit, but always above 32 degrees Fahrenheit. This means that the materials stay wet while they dry. It is an acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes blocking (adhesion) of coated paper. For large quantities of materials, it is easier than air-drying and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected. Given the elevated temperature used in drying, it is most appropriate for materials with short-term (under 100 years) value.

On-Site Dehumidification

This is the newest method to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large commercial dehumidifiers are brought into the facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled to specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion

have taken place. The number of items that can be treated with dehumidification is limited only by the amount of equipment available and the expertise of the equipment operators. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly, time-consuming step of moving them to a freezer or vacuum chamber.

3.1.3 Packing

Whether collections are to be moved to another location for immediate air-drying or transported to a local freezer or commercial drying facility, the materials will need to be properly packed and the location/transport of all items will need to be documented.

The order for packing collections will depend on the extent of the damage and the institution's salvage priorities. If collections will be frozen and vacuum-freeze dried, it is usually best to begin with the wettest materials first so that they can be frozen quickly. If only air-drying will be possible, however, it is better to begin with the collections that are the least damaged and most easily salvaged.

If sufficient staffing is available, one or more packing crews should be put together. The packing crew would consist of a crew leader, box assembler, retriever of collections, wrapper, packer, sealer, record-keeper, and transporter. Book trucks, handcarts, or dollies can be used to move packed materials within the building.

Materials can be placed in cardboard boxes, milk crates, Rescubes, or other containers as appropriate. If cardboard boxes are used—they should be no larger than 1.5 cubic feet, they should be lined with heavy-duty trash bags to prevent them from becoming wet, and they should never be stacked more than four boxes high. Packing instructions for specific types of collections can be found in the Salvage of Specific Media section below.

If materials are muddy, sandy, or otherwise dirty, it may be necessary to rinse them before packing (assuming enough time and personnel are available). Collections with soluble inks (watercolors, many manuscripts), animal skins (leather, vellum, or parchment), or works of art paper should not be rinsed, since rinsing may cause further damage.

(I am not sure we want to go here!) The area to be used for rinsing must have running water and good drainage. Personnel should be provided with rubber boots and waterproof clothing. If deposits of dirt are light, individual folders or volumes can be rinsed with a garden hose with a spray nozzle, keeping the item tightly closed to avoid transferring dirt between the pages. If deposits are heavy, a series of 3-8 large plastic garbage cans should be set up with a garden hose running into each can and the nozzle resting at the bottom. The water should be turned on to provide a slow but continuous flow into each can. Each item should be taken to the first can, held tightly closed, and immersed, and then to subsequent cans. The last station should have a hose with a spray nozzle for a final rinse. Excess water should then be squeezed from the volumes or folders.

Do not try to remove mud or stubborn stains; this slows down the rinsing process and may further damage the materials. Note that the same rinsing procedure can be used for photographic materials and computer media, except that shallow dishpans or photo processing trays may be used instead of garbage cans.

3.1.4 Documentation

It is essential to document where collections were moved and what was done with them. This documentation allows the institution to keep track of which collections were damaged and where they have been taken. It will also be needed for insurance purposes. Both written and photographic documentation should be maintained. Forms that will assist in documentation are provided in Appendix D: Record-Keeping Forms.

In general, all boxes or other containers should be labeled on all four sides. The contents should be described as appropriate (e.g., by shelf range, call number, cabinet, drawer, record group, series). It is also helpful to indicate the quantity of material, the type of damage, the priority ranking of the material, and the destination of the container (e.g., freezer, air-drying). Alternatively, each container can be given a brief designation (e.g., floor/section and box number) and the Packing and Inventory forms can be used to record the detailed information described above.

3.1.5 Fire Damage

Collections that have been involved in a fire often also suffer water damage, which has been addressed above. Problems that result specifically from fire include charring (either completely or just around the edges), smoke or soot deposits, and smoke odor.

If collections have been charred but are still readable, they can be microfilmed or photocopied if they are of value, but great care must be exercised because the paper may be extremely brittle. Bound volumes that have been smoke-damaged or charred only around the edges can be sent to a library binder for trimming and rebinding. General materials with smoke or soot deposits on the edges can also be sent to a library binder for trimming, or they can be cleaned in-house using natural latex sponges to remove the deposits. Any rare, archival, or special collections materials should not be cleaned this way, however; a conservator should evaluate them.

For collections with a residual smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction.

3.2 Salvage of Specific Media

Following are very basic initial salvage instructions for the types of material found in your collections. Please note that detailed instructions are not provided here.

3.2.1 Archival Materials

Documents with stable media should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Do not separate single sheets. Pick up files by their folders, interleave between folders every two inches with freezer paper, and pack in milk crates or cartons, filling them three quarters full. If it is known from the outset that the records will be vacuum freeze dried, interleaving is not necessary.

Documents with soluble inks (felt pens, colored pens, ball point pen) should be dried or frozen immediately. Do not blot the surface. Interleave between folders with freezer paper and pack in milk crates or cartons. The documents can be air-dried or vacuum freeze dried.

3.2.2 CDs and DVDs

Immediately air-dry discs. Dry paper enclosures within 48 hours. Do not scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. Do not vacuum freeze dry. However, CD cases and paper booklets can be vacuum freeze-dried.

3.2.3 General Collection Books

General books and pamphlets should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Do not open or close wet books, and do not remove book covers. Gently shape closed books to reduce the distortion set into the book on drying. If the water is very dirty, and there is enough time and help, consider rinsing; see the General Salvage section above for instructions. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them “as is” in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

Books with coated papers will stick together unless frozen or dried quickly. Freeze them, or keep them wet in cold water until they can be air dried.

- Don't stack books.
- Don't open wet books, exposing wet paper (pages will tear easily).
- Don't press wet books to extract the water.
- Don't rub surfaces of paper or books to try and wipe off debris (better to wait until the book is dry).
- Don't remove book covers.
- Don't use any colored paper or ink-print paper towels when handling the books.
- Don't pack books with spine up (bindings will sag and textblocks will pull out of bindings).
- Don't pack with unequal sizes side-by-side (smaller one's won't adequately support larger ones).
- Don't pack a second layer of books on top of a spine-down books.

NOTE: Wet books can weigh up to Five times their normal weight, so be careful when handling.

3.2.4 Rare Books

Cloth bindings should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Do not open or close wet books, and do not separate the covers. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them “as is” in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

Leather and vellum bindings must be air-dried under the supervision of a conservator, as they distort and disintegrate in water and are highly susceptible to mold growth. Dry them immediately or freeze them

(if many books are involved) until they can be thawed and air-dried. Do not open or close wet books, and do not remove the covers. To pack them for freezing, separate with freezer paper and pack spine down in a milk crate or cardboard box, filling the box only one layer deep.

Air-dry within 48 hours if they have paper boxes and labels. Keep magnetic tapes wet until they can be air-dried so that contaminants will not dry onto the tape. Tapes can stay wet in cold clean water for several days. Do not freeze magnetic tapes because the tape can stretch and lubricants can migrate out. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs.

3.2.5 Microfiche & Microfilm

Microfiche should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, interleave between envelopes and pack in milk crates.

Microfilm rolls should be rewashed and dried within 48 hours by a microfilm processor. Do not remove the film from the boxes; hold the boxes (and labels) together with rubber bands. Keep film wet. Wrap five cartons of film into a block with plastic wrap. Pack the blocks into a cardboard box lined with garbage bags.

Microfilm strips in jackets should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, keep wet and pack in plastic bags inside a pail or box.

Aperture cards should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, keep wet and pack in plastic bags inside boxes.

3.2.6 Newspapers

Bound or loose newspapers should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Pack oversize materials flat.

3.2.7 Objects

In general, when air drying, raise items off the floor on trestles, pallets, or lumber to allow air to circulate underneath the items. Sponges, clean towels, paper towels, or unprinted newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth.

Drying of wood furniture should begin within 48 hours to prevent mold growth. Wooden objects should be dried slowly, since fast drying can cause irreversible damage. In general, rinse and/or sponge surfaces gently to clean, blot, and air dry slowly. Inspect painted surfaces to identify blistered or flaking paint. Do not try to remove dirt or moisture; air dry slowly. Veneer should be held in place with weights or clamps while drying, but be sure to provide a protective layer between the weight and the veneer. Polychromed objects require immediate attention; consult a conservator.

Drying of upholstered furniture should also begin within 48 hours to prevent mold growth, and these items should also be dried slowly. Rinse off mud and remove cushions and other removable pieces. Wrap upholstered items in cloths (e.g., sheets, towels) to air dry and replace the cloths as they become damp. Wood parts should be blotted and air dried slowly.

Many ceramics generally will suffer little damage from short-term exposure to water, but there are exceptions. It is important to identify the type of ceramic and consult a conservator before drying, as procedures can vary. If the ceramic is broken, cracked, or has mineral deposits or old repairs, place it in a clean, transparent polyethylene bag until it can be treated. Seal the bag and monitor it frequently for mold growth.

If a stone object has a smooth surface, blot it gently and air-dry. If the object has a rough surface or an applied finish, do not blot it. Air-dry it on a plastic screen or clean towel.

Metal objects can be rinsed and/or sponged and blotted, then air dried. If the object has an applied finish, do not blot or clean it. Air-dry it and keep any flaking surfaces horizontal.

3.2.8 Paintings

Air dry immediately. Tilt the painting to drain off excess water, and carry it horizontally to a work area. If you cannot hold it horizontally, carry it facing toward you, holding the side of the frame with the palms of your hands. Two people should carry larger paintings. Carefully remove paintings from frames in a safe, dry place. Do not separate paintings from their stretchers. Pack face up without touching the paint layer, and avoid direct sunlight. The order of removal and treatment is: first, the most highly valued; second, the least damaged; third, slightly damaged; and fourth, severely damaged. Consult a conservator for drying techniques.

3.2.9 Photographs

Albumen prints should be frozen or dried within 48 hours. They should be air-dried immediately or thawed and air-dried later. Do not touch the binder with bare hands. Interleave between groups of photographs with freezer paper.

Matte and glossy collodion prints should be frozen or dried within 48 hours. They should be air-dried immediately, thawed and air-dried later, or vacuum freeze dried. Avoid abrasion. Do not touch the binder with bare hands.

Carbon prints and Woodburytypes should be frozen or dried immediately. They should be air-dried or thawed and air-dried later. Handle them carefully, due to swelling of the binder. Pack horizontally.

Photomechanical prints (e.g., collotypes, photogravures) and cyanotypes should be frozen or dried within 48 hours. They should be air-dried or vacuum freeze dried. Do not separate single sheets. To pack, interleave every two inches with freezer paper and pack in boxes or crates.

Dye transfer prints should be air-dried face up immediately. The recovery rate is poor. Do not touch the emulsion and transport horizontally.

Chromogenic prints and negatives should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw and air-dry later, or vacuum freeze dry. Do not touch the binder with bare hands. To pack, keep wet and pack in plastic bags inside boxes.

3.2.10 Serials

Serials not on coated paper should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Do not open or close wet volumes, and do not separate the covers. To pack them, separate

with freezer paper and pack spine down in a milk crate or cardboard box. The box should be filled only one layer deep.

Serials on coated paper should be frozen or dried immediately to prevent the pages from sticking together. Vacuum freeze drying is preferred, although air drying by fanning the pages and interleaving is possible. Do not open or close wet volumes, and do not separate the covers. Keep the items wet and pack them spine down in containers lined with garbage bags.

Section IV: -- REHABILITATION

GENERAL INFORMATION

Rehabilitation of collections is the process of returning collections to a usable state once they have been salvaged.

It is difficult to plan ahead for specific rehabilitation activities, since it is impossible to know the extent or nature of the disaster in advance. When the time comes to plan for rehabilitation, these general planning issues will need to be considered:

- What specific steps are needed for each rehabilitation activity?
- Who will carry them out?
- Who will supervise the work?
- Where will the work be done?
- Will temporary storage space be needed?
- What kind of work flow makes sense?
- Who will have authority to discard badly damaged items?
- What funds will be available? From the operating budget? From insurance?
- How should rehabilitation priorities be set to allow quick resumption of essential services?
- How much of the work can be done by staff and how much needs to be contracted out?

Section V: -- APPENDICES

Appendix A - Sources for preservation advice

Conservation Center for Art & Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
215-545-0613

<https://ccaaha.org/emergency-planning-response>

Northeast Document Conservation Center (NEDCC)

100 Brickstone Sq
Andover, MA 01810
24/7 Collections Emergency Hotline: 1-855-245-8303

<https://www.nedcc.org/free-resources/disaster-assistance/>

Appendix B - IN-HOUSE SUPPLIES

Frequency of inventory (Two times per year is recommended):

Item	Location(s)
Book trucks, hand carts	Circulation Services / Cataloging / ILL
Brooms and dustpans	Janitorial Closets
Digital Camera	Digital Services Technology Cabinet
Extension cords (50 ft., grounded)	Library Systems / Technology Support Center
First aid kit	Reference Communications Closet
Flashlights (waterproof)	There are a total of 6 flashlights. 1 at Guard's desk 1 at Circulation desk 1 in the Basement near the Elevator 1 at Reference desk 1 in Systems
“Otter box” (where is this located?)	1 stored in the disaster proof “Otter Box” Disaster proof box, contents: 1 Flashlight, 1 Disposable Camera, 1 Digital Hygrometer, nitrile gloves, dust masks, 1 first aid kit, and replacement batteries for flashlights
Garbage bags, plastic (30 or 42 gallon)	Janitorial closets
Gloves (nitrile)	Janitorial closets
Mops	Janitorial closets
Pads of paper & clipboards	Dean's office
Paper towels	Janitorial closets
Plastic sheeting, heavy (polyethylene)	Supply closets
Scissors	Supply closets / Reference desk Circulation desk / Offices

Appendix C -- EXTERNAL SUPPLIERS AND SERVICES

C.1 Freezing Services

Local freezer (1) –

RL Gress Logistics
992 N. South Rd
Scranton, PA 18504
570-346-7607
<https://rlslogistics.com/>

Local freezer (2) –

Linage Logistics
229 Maple St.
Scranton, PA 18505
570-207-0219
<https://www.lineagelogistics.com/>

Cold Storage Rental

Polar Leasing
4410 New Haven Avenue
Fort Wayne, IN 46803
Sales: (877) 260-7903
<https://polarleasing.com/>

C.2 Collection Salvage Services

There are a relatively small number of reputable companies experienced in salvaging collections (e.g., drying and cleaning buildings, wet books, documents, computer data, microfilm, and audio/video) for cultural institutions.

American Freeze-Dry, Inc.
39 Lindsey Avenue
Runnemede, NJ 08078
24 Hour Emergency Hotline: 877-242-8925
<https://www.americanfreedry.com/>

Polygon
15 Sharpner's Pond Road, Building F
North Andover, MA 01845
1-800-422-6379
<https://www.polyongroup.com>

Appendix D -- RECORD KEEPING FORMS

GENERAL INFORMATION

The following basic forms have been provided to assist you in documenting any incidents that may damage your building and/or collections. Use them as is, modify them for your circumstances, or devise others as needed.

Please consider keeping multiple photocopies of any forms that you anticipate using with your in-house disaster supplies since access to a photocopier may not be possible in an emergency.

D.1 Collection Incident Initial Report Form

This form should be used to keep a record of any incident that causes damage to collections. The second section of the form provides a salvage timeline form to keep track of salvage decisions.

Person Completing Form: _____

Today's Date: _____

Date of incident: _____

Time of incident: _____

Collection(s) involved (type and quantity):

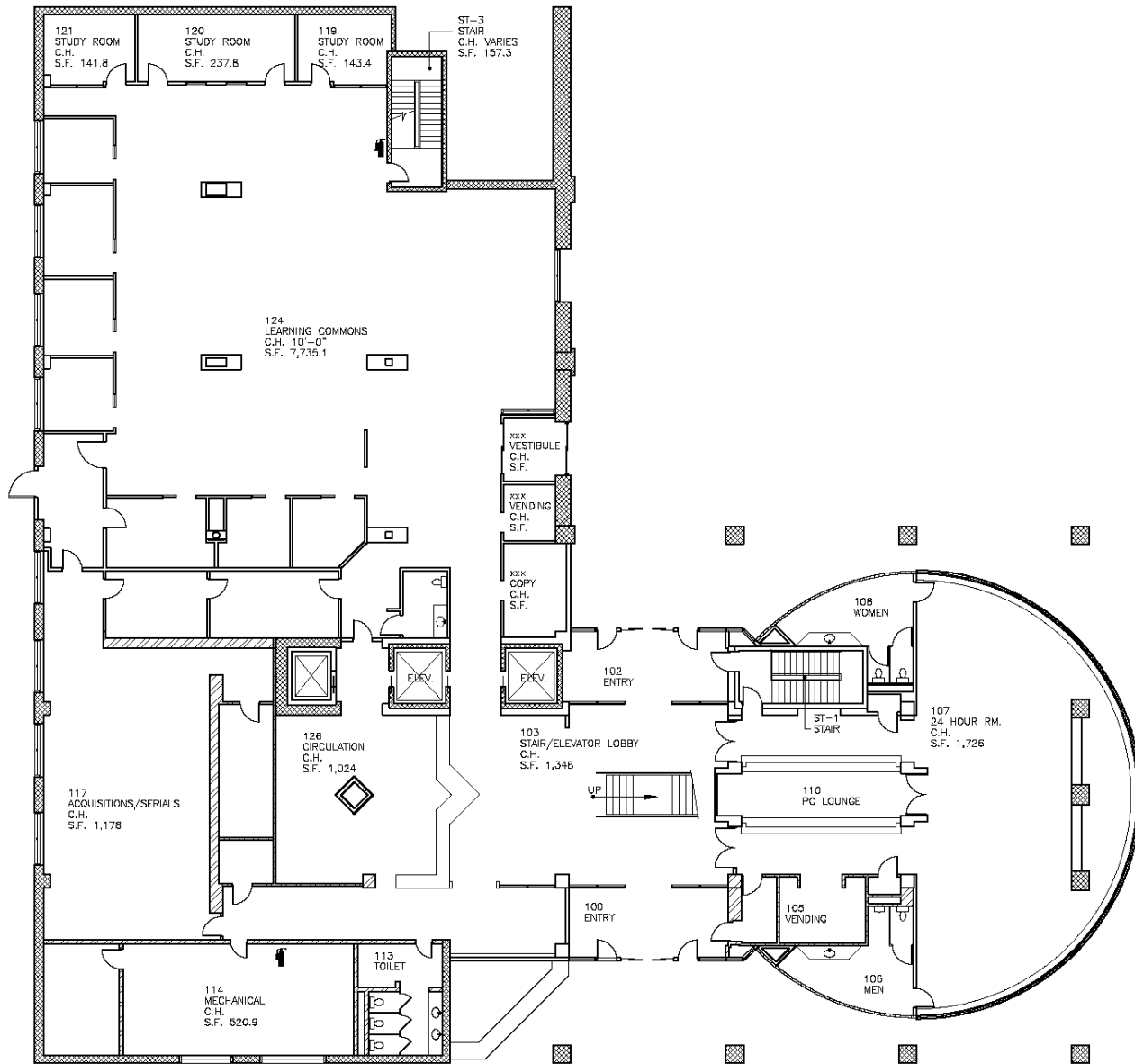
Description of incident:

Damage to collections:

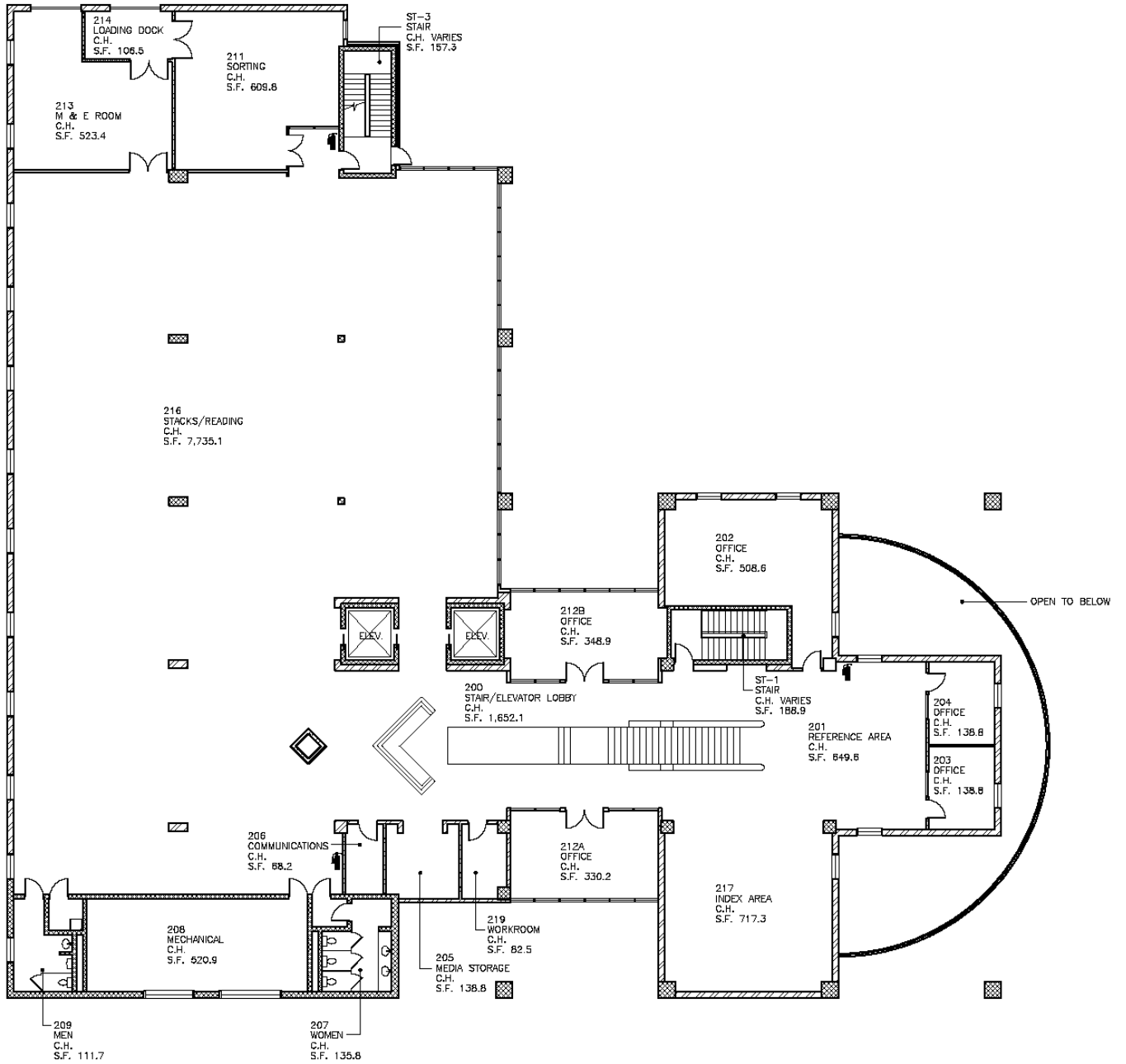
Immediate action taken to minimize damage:

Appendix E – Floor Plans

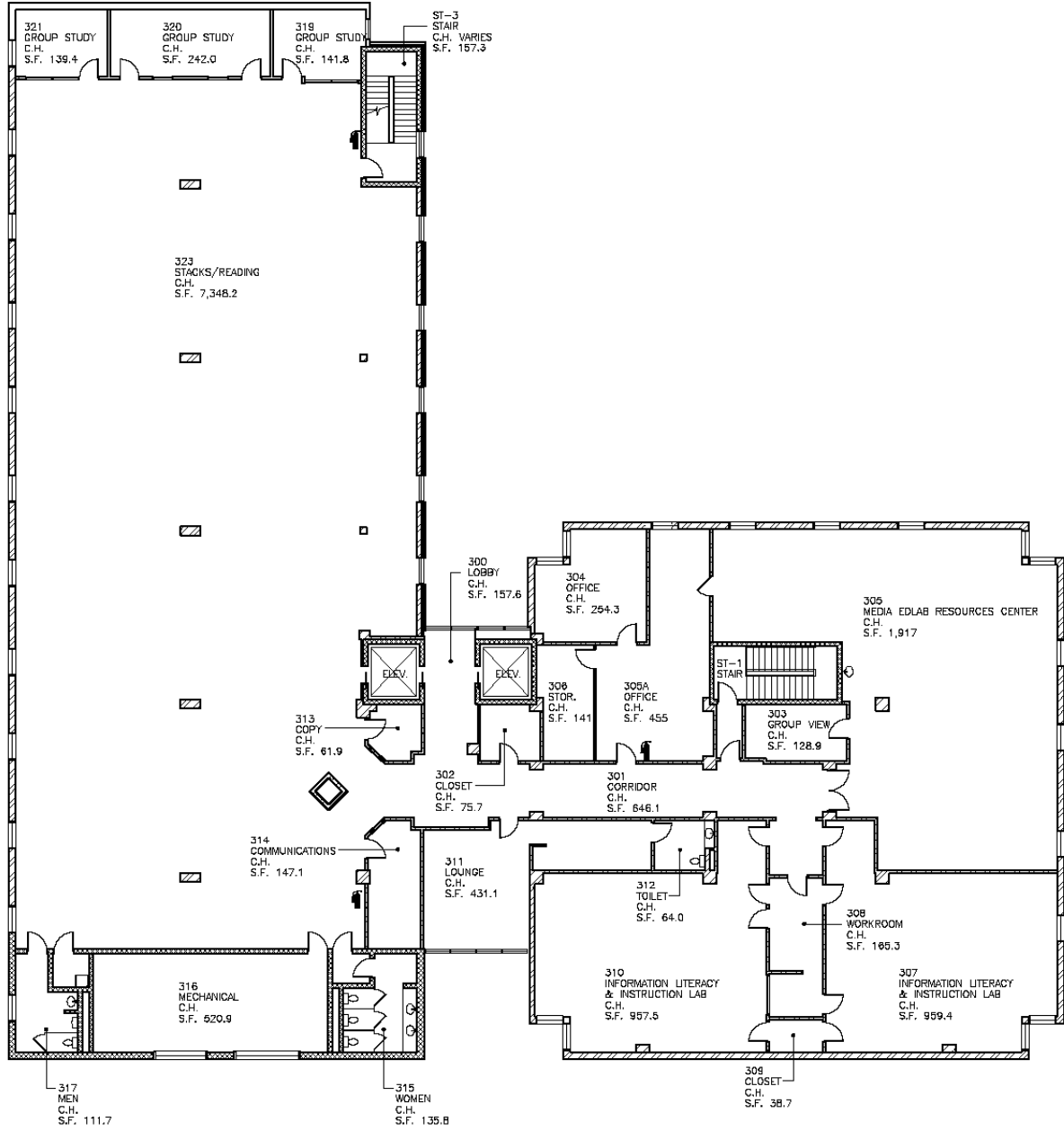
E.1 First Floor



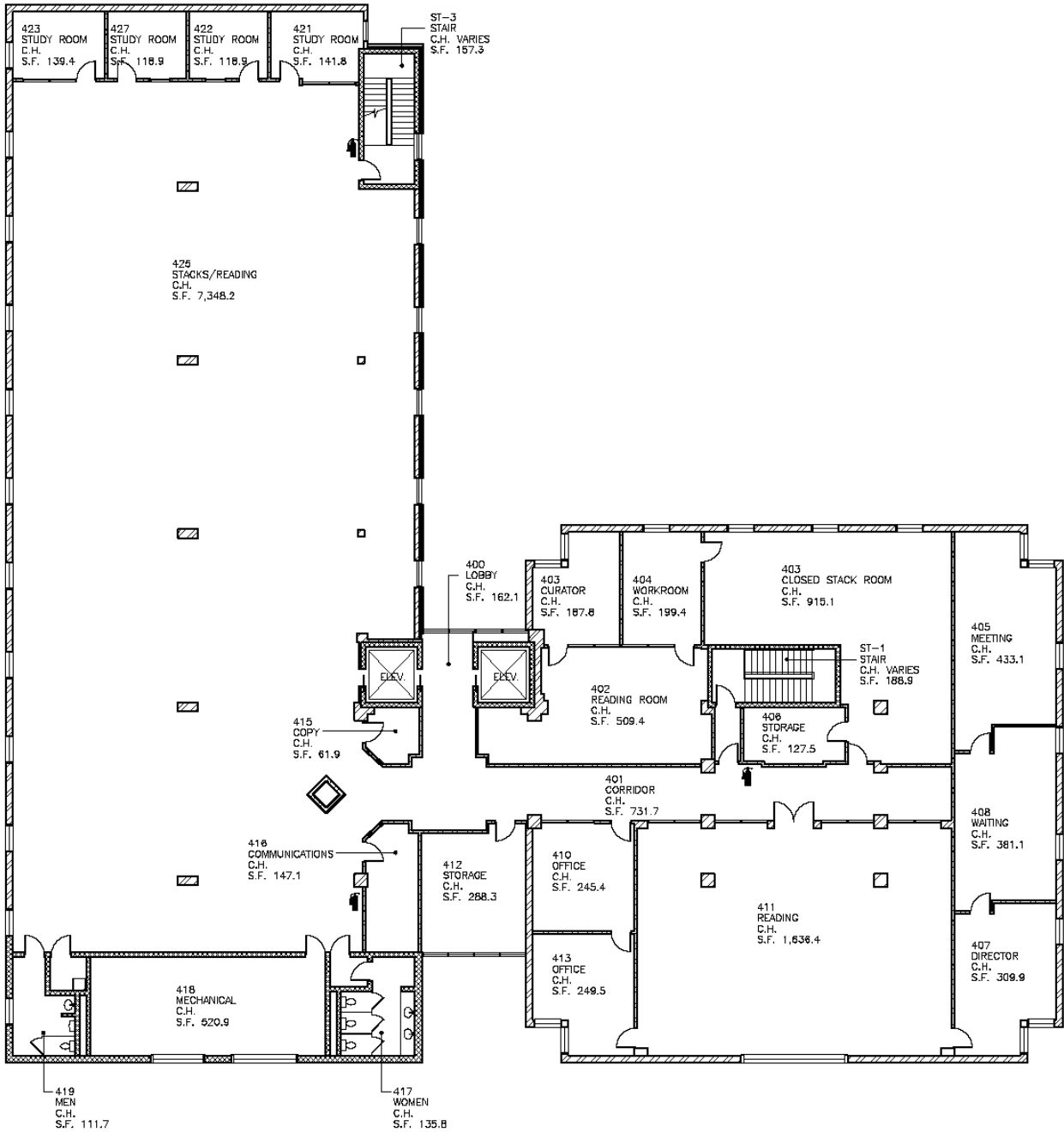
E.2 Second Floor



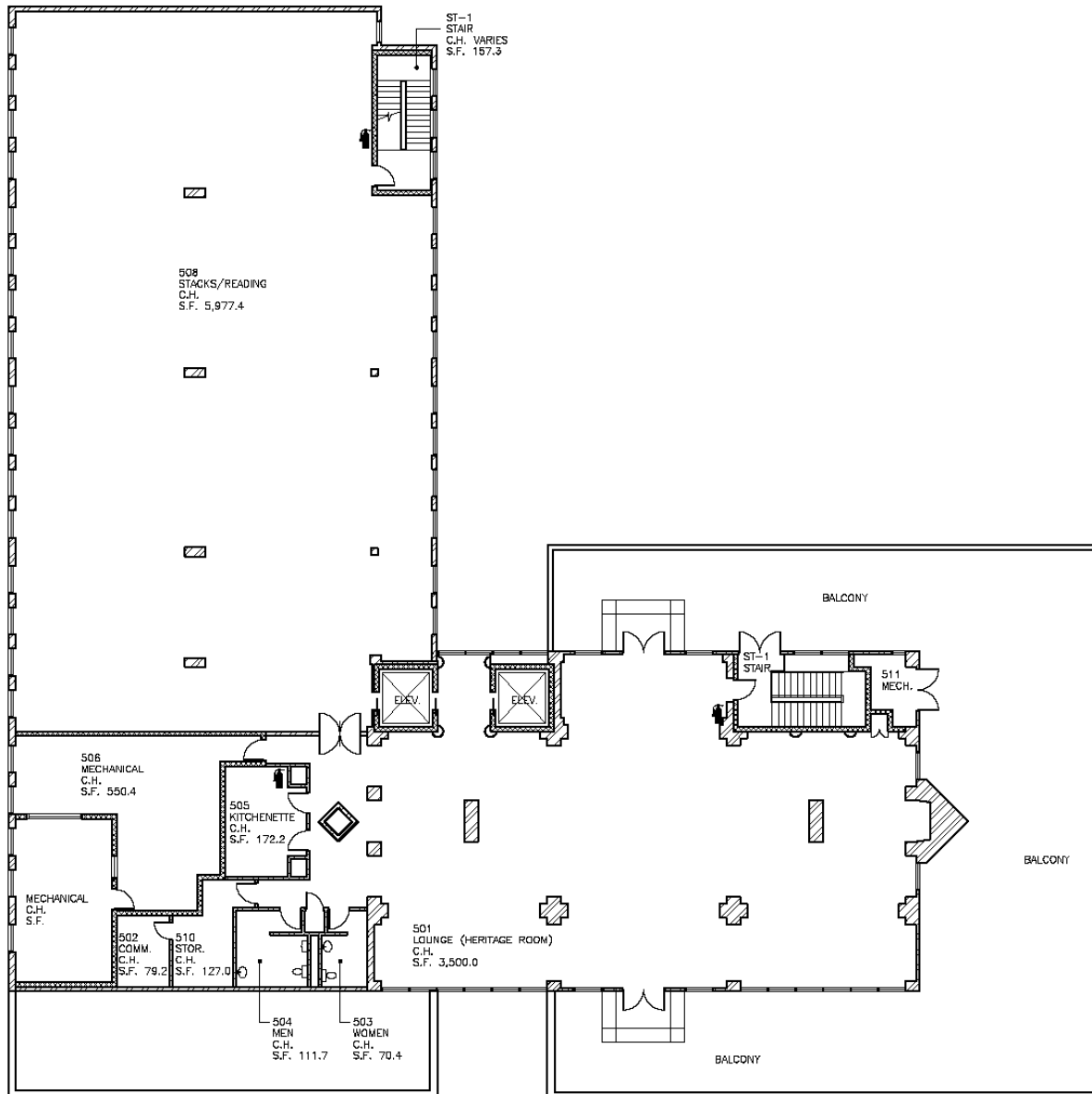
E.3 Third Floor



E.4 Fourth Floor



E.5 Fifth Floor



E.6 Basement

