

Benedictine Library Emergency Response Plan

Drafted April 2003
Revised March 2008

Revised June 2013
Revised September 2015
Revised August 2022

TABLE OF CONTENTS

Introduction	3
Telephone Numbers	4
Emergency Response Team	6
Training	8
Upkeep Checklist	9
Locations of Emergency Equipment	10
Recovery Resources & Experts	12
Evacuation Procedures	14
Fire	14
Tornado	15
Bomb Threat	16
Flood	18
Vandalism/Theft	19
Violence	20
Insect Infestation	22
Mold	23
Building Collapse/Shelving Collapse	24
Medical Emergency	25
Recovery	26
Salvage Priorities	28
Books	30
Photographic Material	36
Magnetic Media	38
Documents	39
Realia	40
Packing	41
Bibliographic Control	43
Cleanup	44
Restoration of Service	45
Post Disaster	46
Bibliography	48

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INTRODUCTION

A disaster is any existing or impending condition that will result in substantial and extensive damage or loss to the library in terms of structure, materials, data or time. Speed of response to disaster is critical to minimize the damage or loss. As a result, this disaster plan has been written to assist library staff in responding to any disasters that may occur. This plan builds upon the Benedictine University Emergency Response and Recovery Plan ~~(2001)~~; however, its focus is geared entirely toward prevention and recovery of the library itself.

Like the University plan, the Benedictine Library Emergency Response Plan places the protection of people at the forefront. Because of this, the library plan will be reviewed on an annual basis by the Library Emergency Response Team. Any changes to the plan will be communicated with the entire library staff as well as the University's Emergency Preparedness Manager and Safety Specialist. Training will also be an important feature for the success of the plan. Training will occur once a year, minimally, during the library's professional development week. If significant changes to emergency procedures take place between the time of the professional development weeks, the Library Emergency Response Team will provide training during a special staff meeting.

Copies of the Benedictine Library Emergency Response Plan will be kept in both on-site and off-site locations. Each member of the Library Emergency Response Team as well as the University Librarian will have two copies of the plan: one to be kept in the team member's office and the other at home. Additional on-campus locations of the plan include the Research Center Desk, the Circulation Desk area, the Administrative Office Suite, Benedictine University [Campus Safety](#), [Facilities](#), and with the Emergency Preparedness Manager and Safety Specialist

EMERGENCY TELEPHONE NUMBERS

Commented [MPF1]: Please make sure that all of the names/numbers referred to anywhere in this document are current.

ON-CAMPUS	CAMPUS TELEPHONE NUMBER	HOME TELEPHONE NUMBER
Benedictine University Campus Safety Non-Emergency Number	829-6122	
Facilities	630-829-6420 * after hours, dial x6122	
Campus Health Services	630-829-6046	
Chief Information Officer	630-829-6025	
Library Emergency Response Team		
Joy Matteson	630-829-6060	(224) 717-1249
Luann DeGreve	630-829-6197	(630) 761-1866
Taffie Duzan		(630) 988-8880
Jill Walker	630-829-6064	(630)-951-0504
Sarah Kurpiel	630-829-6590	(630) 985-5120
Provost & Vice President for Academic Affairs	630-829-6240	
OFF-CAMPUS		
Poison Control Center	(800) 222-1222	
Lisle Police Department	911	
Lisle/Woodridge Fire Department	911	
Hospital: Edwards Hospital	(630) 527-3000	
Advocate Good Samaritan	(630) 275-5900	
RAILS	(630) 734-5050	
CARLI	(866) 904-5843	

TELEPHONE CALL LIST

When an emergency has been identified, Campus Safety should be notified immediately. The University Librarian or his designee should be called immediately after contacting Campus Safety. The University Librarian or her designee will call to action the Library Emergency Response Team.

+		
Benedictine Library	Emergency Calling List	
Silvia Larrondo (630) 765-2544	Joy Matteson 224-717-1249	Joan Hopkins (708) 366-7939
	Luann DeGreve (630) 761-1866	Jill Walker 630-456-8705
	Sarah Kurpiel (630) 291-8504	Sulbha Wagh 847-312-4845

BENEDICTINE LIBRARY EMERGENCY RESPONSE TEAM

MEMBERS

Joy Matteson
Jill Walker
Taffie Duzan
Sarah Kurpiel
Luann DeGreve

ROLE*

Team Leader and Community Liaison
Preservation and Logistics Coordinator
Personnel/Volunteer Coordinator
Technology Coordinator
Planning Coordinator (ex officio)

*Should a team member be absent, his/her role will be delegated by the Team Leader to another member of the team.

Team Leader:

- responsible for the overall management of recovery and salvage operation
- coordinates the Emergency Response Team
- establishes command center
- serves as liaison to the University administration
- arranges security and maintenance
- arranges for any counseling/support needed for staff
- communicates with Public Relations Office
- communicates with RAILS, CARLI, and library-wide community
- prepares final report

Preservation Coordinator:

- serves as point person for questions about procedures regarding preservation of materials except computer software
- responsible for handling and treatment of materials from the time they are removed from the disaster site until the materials are reshelfed
- determines treatment area
- supervises in-house treatment and drying
- works with consultants and disaster response/drying companies

Logistics Coordinator:

- records damages
- responsible for transportation and relocation activities
- supervises loading and unloading
- oversees shipping of boxes to freezers or other sites
- arranges for return of materials to their original location
- works with consultants and disaster response/drying companies

Personnel/Volunteer Coordinator:

- procures volunteers to assist Library and Academic Services Support staff
- arranges initial training of staff and volunteers; if more specific training is needed, it will be done by the work crew captain
- directs activities of work crews
- arranges for food and drink

Technology Coordinator:

- responsible for getting computer systems up and running
- responsible for preservation aspects of computer hardware and software
- responsible for the retrieval of data from computer systems

Planning Coordinator:

- ex officio member of Emergency Response Team
- maintains emergency plan documents
- schedules meetings of team members

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- schedules training for library staff
- contacts library staff in the event of an emergency
- advises University Librarian

Meeting Location: First floor of Kindlon

TRAINING

Training of the Library and Academic Support Services staff prior to an emergency is essential if the elements of this plan are to be carried out efficiently and smoothly.

1. The Emergency Response Team should meet at least annually to review their responsibilities and discuss any changes needed in the Response Plan.
2. The Preservation Expert will train the Response Team at least annually in proper handling/packing of wet materials, as they will be responsible for training others in these techniques in the event of an emergency.
3. The Emergency Response Team will train all library and Academic Support Services staff at least annually in fire prevention and first response procedures. This training should also include a review of the complete Disaster Plan.
4. The Emergency Response Plan and updates will be distributed by the Team to all library locations, ~~Facilities~~Facilities, Campus Safety, and the Provost.

UPKEEP CHECKLIST

A. Daily Procedures

- a. Locks on doors secure and all keys accounted for
- b. No pipes, faucets, toilets, or air-conditioning units leaking
- c. No frayed wiring in evidence
- d. No signs of structural damage
- e. No burning materials in wastebaskets

B. Periodic Procedures

Bi-Monthly

- a. Public address system operable (building wide system)
- b. Operable flashlights in every department
- c. Battery operated radio operable

Yearly

- d. Emergency numbers posted by each phone
- e. Staff familiarized (by tour, not map) with locations of fire extinguishers, flashlights, radio, storm shelter, and how to reach members of the in-house disaster recovery team
- f. Most recent fire drill
- g. Current assessment of cost of collections (p. 47)

Date Checked

LOCATIONS OF EMERGENCY EQUIPMENT

Battery operated radio	
Caution tape	
Cut-off switches & valves	Contact Facilities x6420 or Electric Benedictine University Campus
Safety x6122	
Gas	
Water	
Sprinkler System	
Chemical Sponges	
Fans	access services workroom, technical services workroom, Campus Services (x6420)
Fire alarms	see floor plans
Fire extinguishers	see floor plans
First aid kits	circulation desk
Flashlights	reference desk, technical services workroom, circulation desk
Freezer paper	
Heavy duty extension cords	
Keys	Keybox in access services workroom
Masks	Circulation Desk, Technical Services
Mops	
Nylon monofilament (fishing line)	
Paper towel	
Plastic sheeting	
Plastic trash bags	
Reflective tape	
Rubber gloves	Circulation Desk, Technical Services
Smoke alarms	
Smoke detectors	
Sponges, pails, brooms	
Unprinted newsprint	
Water detectors	
Water hoses	
Wet-dry vacuum	contact Facilities x6420 or Benedictine University Campus Safety x6122

SOURCES OF OFF-SITE EQUIPMENT & SUPPLIES

CB radio	Benedictine University Campus Safety	x6122
Chemical Sponges		
Dehumidifiers	RentalMax	(630) 964-1850
Drying space		
Fans	RentalMax	(630) 964-1850
Fork lift	RentalMax	(630) 964-1850
Freezer facilities	Food Services	x6380
Fungicides		
Freezer paper		
Generator, portable	RentalMax	(630) 964-1850
Hard hats		
Library trucks	Office Max	1-800-472-6473
Pallets	L & M Pallet Co	(630) 971-0683
Paper towels	Walmart	(630) 545-1060
Plastic milk crates	Walmart	(630) 545-1060
Plastic sheeting	Home Depot	(630) 795-1950
Refrigerator trucks	Triple X Transport Refrig Service	(630) 844-2600
Security staff, extra	Benedictine University Campus Safety	x6122

Sump pump, portable	Facilities	X6420
Tables, folding	University Products	1-800-628-1912
Temperature/humidity gauges		

Unprinted newspaper	Office Max	1-800-472-6473
Waterproof clothing		
Wet-dry vacuums	RentalMax	(630) 964-1850

RECOVERY RESOURCES AND EXPERTS

Cleaning Services

Abm Janitorial Svc (630) 663-1076
701 Warrenville Rd.
Lisle, IL 60532

ServiceMaster Excellence (630) 833-0888
Naperville, IL

Zeal Master Cleaning Svc Inc (630) 355-3580
2106 Babst Ct.
Lisle, IL 60532

Cold Storage (630) 428-1273

Risesun
812 Fieldcrest Dr.
Naperville, IL 60540

Dry Storage Corp. 800.372.1960

DSC Logistics
1750 South Wolf Road
Des Plaines, IL 60018
United States Cold Storage (815) 467-0455

601 Twin Rail Drive
Minooka, IL 60447

Curator/Conservator

Teresa Parker (630) 829-6270

Illinois State Preservation Agency 217-782-4836

Drying Companies

Document Reprocessors 1-800-437-9464

Document Reprocessors
40 Railroad Avenue
Rushville, New York 14544

Film Recovery

Eastman Kodak 1-800-242-2424
(for photographic materials information)

Freezing/Drying Companies

Midwest Freeze Dry Ltd. (847) 679-7456
7326 N. Central Park
Skokie, IL 60076

BMS Catastrophe, Inc. 1-800-433-2940
303 Arthur St.
Fort Worth, TX 76107

Commented [ME2]: @DeGreve, Luann

Library Movers

Hallett Movers (708) 458-8600
7535 West 59th Street
Summit, IL 60501
Contact: Dawn Hallett

Library Movers of America (317) 933-3558
PO Box 367
Franklin, IN 46131

Shelving

Bradford Systems Corporation (630) 350-3453
430 Country Club Drive
Bensenville, IL. 60106-1507

Ellis Systems Corporation (800) 253-5547
28457 Ballard Dr,
Lake Forest, IL 60045

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EVACUATION PROCEDURES

FIRE

1. Pull fire alarm to notify the fire department and to begin the evacuation of the library.
2. Call Benedictine University Campus Safety at 630-829-6122 from a telephone in a safe location.
3. **DO NOT USE ELEVATOR.**
4. On small fires that appear controllable, use a nearby fire extinguisher to combat the fire. Remember **PASS**:
 - **P**ull the pin from the fire extinguisher
 - **A**im the fire extinguisher at the base of the fire
 - **S**queeze the handles together and
 - **S**weep the spray from side to side across the base of the flames
5. Evacuate the library without putting yourself in danger when it is determined that the fire cannot be extinguished by a staff member. Close all doors possible to contain the fire. Individuals responsible for checking each floor are:
 - a. Lower Level: staff person at the circulation desk
 - b. Second Floor: any staff member who happens to be on the floor
 - c. Third Floor: Designated Academic Support Center Staff

Any people remaining should be reported to the nearest Benedictine University Campus Safety officer or Fire Department personnel or University ERRT member.

6. After evacuating the building, proceed to the south end of the Kindlon parking lot and report to your supervisor.
7. If the University Librarian is not on campus, the -librarian on duty should notify her as soon as it is safe to do so.

TORNADO

1. Tornado warnings are announced by the National Weather Service and/or by the Civil Preparedness sirens that sound when a tornado has actually been sighted in the DuPage County area. At any time the National Weather Service, state or local police communications, or other information indicates that Benedictine University is in the path of an approaching tornado, a siren located on the grounds of Benet Academy will be activated along with other sirens in the community. **ALL** persons should seek immediate shelter from the approaching tornado. It is very important to listen for this siren when weather conditions are favorable for a tornado. (The siren is tested the first Tuesday of the month at 10:00 A.M.) In addition to the siren, the University Emergency Response and Recovery Team can initiate a computer network broadcast message alerting people to a weather emergency. It is important to immediately follow the instructions provided by the emergency broadcast message. For any person experiencing mobility issues, please go to the nearest stairwell and activate the QR code to send an email to dispatch to locate the person in need of assistance.

2. **DO NOT USE ELEVATOR.**

3. Immediately evacuate the library without putting yourself in danger. Individuals responsible for checking each floor are:
 - a. Lower Level: staff person at the circulation desk
 - b. Second Floor: any staff member who happens to be on the floor
 - c. Third Floor: Designated Academic Support Center Staff

Report the status of evacuation to the Library staff member on duty. During the evenings or on the weekends when only one staff member is present, the Academic Support Staff will assist the people evacuating on the 3rd floor querying them if there are any people remaining. Any people remaining should be reported to the nearest Benedictine University Campus Safety officer or Fire Department personnel.

4. Immediately proceed to lower level of Kindlon, first floor bathrooms or interior classrooms for safety.
5. Stay in these designated areas until the all's clear announcement has been given by Benedictine University Campus Safety or by a designated person.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT.
 - Clear the area
 - Do not open drawers, cabinets, or turn lights or computers on or off
 - Immediately call Benedictine University Campus Safety
 - Evacuate the building immediately when the building evacuation alarm is sounded
 - Report to the far south section of the Kindlon parking lot so that an accurate head count may be taken.
2. If you receive a telephone call of a bomb threat, immediately find another phone to call 911. Ask the caller the following questions in this order:
 - Where is the bomb? Exactly?
 - What does it look like?
 - What will make it explode?
 - How do you deactivate it?
 - When is it going to explode?
 - Why was it put there?
3. Keep talking to the caller as long as possible and record the following using the ***Bomb Threat Phone Report Form*** or close sheet of paper:
 - Date and time call received
 - Telephone number threat came in on
 - Your name
 - Approximate age and gender of caller
 - Tone of voice
 - Accent or impediment
 - Background noises
 - Is voice familiar? If so, who did it sound like?
 - Remarks
4. If there is someone else in the area with you, have them contact Benedictine University Campus Safety while you keep the caller online.
5. Evacuate the library floors without putting yourself in danger. Close all doors possible to contain a possible explosion. Individuals responsible for checking each floor are:
 - a. Lower Level: staff person at the circulation desk
 - b. Second Floor: any staff member who happens to be on the floor
 - c. Third Floor: Designated Academic Support Center

Report the status of evacuation to the Library staff member on duty. During the evenings or on the weekends when only one staff member is present, the Academic Support Center staff should assist the people evacuating on the 3rd floor querying them if there are any people remaining. Any people remaining should be reported to the nearest Benedictine University Campus Safety officer or Fire Department personnel.

6. After evacuating the building, proceed to the south end of the Kindlon parking lot and report to your supervisor.
7. If the University Librarian is not on campus, the Library staff member on duty should notify her as soon as it is safe to do so.

BOMB THREAT PHONE REPORT

Date and Time Called Received: _____

Telephone Number Threat Came In On: _____

Your Name: _____

Exact Words of Caller: _____

ASK THESE QUESTIONS – IN THIS ORDER

Where is the bomb? Exactly? _____

What does it look like? _____

What will make it explode? _____

How do you deactivate it? _____

When is it going to explode? _____

Why was it put there? _____

DESCRIPTION OF CALLER'S VOICE

| Presents as Young Middle age |
male, presents as female

Tone of Voice _____

Accent or impediment _____

Background noises _____

Is voice familiar? If so, who did it sound like? _____

Commented [ME4]: @Dubes, Michi Not sure if this is needed. This is taken from the emergency handbook for the University.

Commented [DM5R4]: Yes, this is needed. It's important to get as much information on the caller as possible and knowing if the caller is male, female, old or young sounding is crucial.

Commented [ME6R4]: @Dubes, Michi I apologize for not being more clear. What I meant to say is, gendered language is not applicable any longer in these cases, as we know it's possible to disguise a voice on a phone call. Pointing out gendered language is not necessary to identify a caller, as there are many other identifiers listed here. Someone might sound female but is actually male or nonbinary, and opens up the University to using possibly discriminatory language. I will delete "male" and "female".

Remarks

FLOOD

1. If there is a broken pipe, roof leak, or flood, call Facilities at x6420. If no one answers the telephone, leave a message and then call Benedictine University Campus Safety at x6122.
2. If water is leaking from the ceiling, place wastepaper bins underneath leak to catch dripping water.
3. Cover the area with plastic sheeting if necessary.
4. If there is water on the floor, remove books from lower shelves and place on book trucks, in empty carrels, or onto higher shelves. Do not put the books on the floor.
5. Unplug any electrical equipment in the area provided the outlet is not submerged or if you have to stand in water to unplug the equipment.
6. To discourage mold, turn off the heat and turn on the air conditioning. Run fans and dehumidifiers without interruption for several days.
7. The library will only have to be evacuated in the case of major water damage and when the structural integrity of the building is compromised. The University Librarian will make the decision to evacuate in consultation with the Provost, the Director of Facilities, and the Director of Benedictine University Campus Safety.
8. Evacuate the library without putting yourself in danger when it is determined that evacuation is necessary. Close all doors possible to contain the flood. Individuals responsible for checking each floor are:
 - a. Lower Level: staff person at the circulation desk
 - b. Second Floor: any staff member who happens to be on the floor
 - c. Third Floor: Designated Academic Support Services staff

Report the status of evacuation to the Library staff member on duty. During the evenings or on the weekends when only one staff member is present, the designated Academic Support Services staff should assist the people evacuating on the 3rd floor querying them if there are any people remaining. Any people remaining should be reported to the nearest Benedictine University Campus Safety officer or Fire Department personnel.

9. DO NOT USE THE ELEVATOR.

10. After evacuating the building, proceed to the south end of the Kindlon parking lot and report to your supervisor.
11. If the University Librarian is not on campus, the Library staff member on duty should notify her as soon as it is safe to do so.

VANDALISM/THEFT

1. In the case of minor vandalism, such as writing in a book or using microfiche as a bookmark, ask the person to stop. If the person refuses, call Benedictine University Campus Safety at x6122.
2. In the case of serious destruction of materials, furniture, computers, etc. do not confront the person. Call Benedictine University Campus Safety at x6122.
3. Report all incidents of vandalism/theft to the University Librarian.

VIOLENCE

Violence in the workplace can have many sources. It may be a current or former disgruntled employee or student. It may be an angry customer, spouse or relative of an employee or student. It may be someone without any relationship to the victim. The violence may result from the discipline or firing of an employee, abuse of drugs or alcohol, harassment by co-workers, mental illness or stress. The violence could also be a random act such as robbery, terrorism, hate crime against the University, rebellion against authority in general or to gain public attention. The following guidelines are designed to reduce the likelihood of workplace violence and provide information for all employees to use as methods of prevention and intervention of workplace violence.

GENERAL GUIDELINES

It is the responsibility of every staff, faculty member and student to take any threat of violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in the plan.

Immediately report to your supervisor and University Librarian any violence or threat of violence against yourself, any co-worker, student or other person, if it can be done safely. Students should report any acts of violence to the reference librarian on duty.

Notify your supervisor and University Librarian when you become aware of any order of protection or incidents of domestic violence or dating violence involving yourself, co-workers and/or students. Please contact Dr. Tammy Sarver, Title IX Coordinator, regarding any gender-based violence reported to you.

Human Resources, along with or other appropriate personnel (such as the Title IX Coordinator), will oversee any reported case and coordinate any preventive measures.

The University will support criminal prosecution for any act of physical violence against a University employee or student while on campus.

With the help of local police, the University will help to enforce orders of protection and/or ban threatening persons from University property. If an incident evolves into a crime, Benedictine University Campus Safety will contact the Lisle Police to come and take control of the situation.

WHAT TO DO IN AN ACTUAL VIOLENT SITUATION OCCURS

1. If possible, call Benedictine University Campus Safety at ext. 6122. Benedictine University Campus Safety will coordinate necessary actions in the event of a violent incident in the workplace.
2. Try to flee or hide if not directly confronted.
3. If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
4. Do not challenge, bargain or make promises you cannot keep with the person.
5. Let the person have his or her say.
6. Listen attentively.
7. If it can be done safely, clear the area of other personnel and students.
8. Lock yourself in a classroom or office if you are unable to evacuate the building safely.
9. Do not sound the fire alarm to evacuate the building. Persons may be placed in harm's way when they are attempting to evacuate the building.

10. Benedictine University Campus Safety will contact the Lisle Police Department to come and take control of the situation. In attempts to lessen the severity of a situation, everyone must follow all orders given by the officers on the scene.

INSECT INFESTATION

1. The Emergency Response Team Leader will capture a specimen and have it identified by an entomologist, the Public Health Service, or SCMRE. If the insect is dangerous to capture, the Emergency Response Leader will contact appropriate services to have the insects removed. *Note: A crushed specimen can rarely be identified.*
2. The infested materials should be isolated from the rest of the collection.
 - a. If the number of materials is small, move them into a Lower Level study room.
 - b. If the number of materials is large, move them into a study room on the same floor. If the items are from the reference collection, move them into the 2nd floor admin suite.
3. Contact Facilities at x6420 to have pest control visit the library.
4. Contact Facilities to vacuum carefully the affected area to remove dust, dirt, eggs, etc., before replacing fumigated materials. Throw away the vacuum bag!
5. Refer to “Integrated Pest Management” in Appendix B for further information regarding the treatment of materials and the extermination of the pests.

Commented [MPF7]: What if it is dangerous to capture the insect specimen? Who is supposed to send the specimen for analysis?

Commented [MJE8R7]: This would be the Emergency Response Team Leader, which would be me. I will make that clear.

Commented [MJE9R7]:

MOLD

1. The affected materials should be isolated from the rest of the collection to prevent further spread of mold. Store affected materials in a secured location of the lower level of Goodwin.
2. Contact Facilities at x6420 to alert them to the problem. The temperature and humidity in the library may have to be adjusted.
3. Refer to “Emergency Salvage of Moldy Books and Paper” in Appendix C for further information regarding the treatment of damaged materials due to mold.

Commented [ME10]: @Dubes, Michi is this all right to make this change? Thanks!

Commented [DM11R10]: It's vague but it will work.

BUILDING COLLAPSE/SHELVING COLLAPSE

BUILDING COLLAPSE

1. Immediately evacuate the library without putting yourself in danger. Individuals responsible for checking each floor are:
 - a. Lower Level: staff person at the circulation desk
 - b. Second Floor: any staff member who happens to be on the floor
 - c. Third Floor: Designated Academic Support Center staff

Report status of evacuation to the Library staff member on duty. During the evenings or on the weekends when only one staff member is present, the designated Academic Support Center staff should assist the people evacuating on the 3rd floor querying them if there are any people remaining. Any people remaining should be reported to the nearest Benedictine University Police Campus Safety or Fire Department personnel.

2. DO NOT USE THE ELEVATOR.

3. After evacuating the building, proceed to the south end of the Kindlon parking lot and report to your supervisor.
4. If the University Librarian is not on campus, the library staff member on duty should notify her as soon as it is safe to do so.

SHELVING COLLAPSE

1. Immediately evacuate the affected area of the library. Individuals responsible for checking each floor are:
 - a. Lower Level: staff person at the circulation desk
 - b. Second Floor: any staff member who happens to be on the floor
 - c. Third Floor: Designated Academic Support Center staff

Report status of evacuation to the Library staff member on duty. During the evenings or on the weekends when only one staff member is present, the Academic Support Center staff should assist the people evacuating on the 3rd floor querying them if there are any people remaining. Any people remaining should be reported to Campus Safety Fire Department personnel.

2. Contact Campus Safety at x6122. They will need to close off the affected area.
3. If the University Librarian is not on campus, the library staff member on duty should notify her as soon as it is safe to do so.
4. Contact Facilities at x6420 to evaluate the situation to determine if they are able to assist in the clean- up. If not, contact Ellis Systems Corporation at (847) 371-0200 to repair any damage to the shelves and contact Hallett Movers at 1-800-645-6683 to assist in the move of the materials to a temporary location.

MEDICAL EMERGENCY

1. In case of a serious injury, call 8-911 immediately, then the Benedictine University Campus Safety at x6122.
2. When warranted, only trained personnel should assist with the victim until help arrives.

HANDLING OF BODILY FLUIDS

Bodily fluid accidents can occur at any time. To protect yourself and others from the possibility of exposure to contaminated fluids:

1. When warranted, only trained personnel should handle first aid situations.
2. If a person voluntarily assists (as a good Samaritan):
 - a. Wear disposable gloves.
 - b. Contact Facilities who will properly dispose of soiled materials in a red biohazard bag.
3. When feasible, the injured should self-administer first aid.
4. Assist by locating the first aid and/or bodily fluid kit which are available at the Circulation Desk, Krasa Information Desk, the Benedictine University Campus Safety Office, and the Wellness Center.
5. For fluid spills, contact Facilities at x6420. Do not attempt to clean up bodily fluids.
6. If a red biohazard bag is used, make sure waste is taken to the appropriate disposal area located in Wellness Center.
7. Return any uncontaminated ~~the~~ first aid and/or bodily fluid kit to its location.
8. Wash hands thoroughly with antibacterial soap and hot water.

Commented [ME12]: @DeGreve, Luann

Commented [DL13R12]: confirmed with Regina that both kits are present.

Commented [MPF14]:

CATASTROPHIC ILLNESS

In the case of a catastrophic illness, where more than 40% of the Campus population is ill, the library will remain open as long as there is at least one librarian available. This decision was made since there is only one librarian on staff during the library's weekend hours. The operational hours may be shortened, however, if there are not enough librarians available to cover all the open hours.

RECOVERY

General Guidelines:

DO NOT UNDER ANY CIRCUMSTANCE

- Enter an area impacted by a hazardous event until it has been declared safe by the Emergency Recovery Team.
- Attempt to open a wet book
- Attempt to close an open book that is swollen
- Use mechanical presses on wet materials
- Attempt to separate books that are stuck together
- Use bleaches, detergents, water-soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials
- Use colored paper of any kind during the salvage and recovery operations
- Pack newly dried materials in boxes or leave them unattended for more than 2 days
- Place saturated materials next to lightly damaged materials
- Remove covers from books or bound periodicals

1. Assess the damage:

How much damage has occurred?

What kind of damage is there (fire, smoke, soot, chemical, clean water, dirty water, heat, humidity)?

What is the area of damage (one area, one floor, entire building)?

How much of the collection has been affected?

What types of materials have been damaged?

Are the damaged materials easily replaced or are they irreplaceable?

Can the damaged materials be salvaged in-house, or will outside help be needed?

Arrange any outside assistance that will be needed (transportation, freezing/drying companies, storage, movers, etc.)

2. Stabilize the environment

After the building or area has been declared safe to enter and the initial walk through and assessment have been completed, the Emergency Recovery Team may need to take some or all of the following steps depending on the extent and type of disaster, to stabilize the environment.

- Arrange for security for the building or area
- Turn off electricity and/or find emergency power
- Eliminate any source of water
- Ventilate building or area by turning on air conditioning and fans to increase air circulation
- Gather samples, as necessary, to check for gas leaks, sewage, debris, asbestos, or chemical contamination
- Protect the building or area and materials from further harm by arranging for emergency repairs to roofs, windows, and stacks, and clearing mud or debris; protect undamaged materials by moving them or covering them with plastic.
- Remove moisture from the environment by pumping out water, vacuuming or removing wet carpet and turning on dehumidifiers (45%RH) and/or fans to dry the air. (NOTE: Dehumidifiers can help to lower the humidity, but they are only effective in small enclosed areas and tend to increase the temperature in a room. They can also freeze up in the lower temperatures required for salvage and recovery operations. Raising the temperature will not lower the humidity. It will only accelerate mold growth. Temperature and humidity should be monitored constantly.)
- Prevent mold by monitoring the temperature and humidity with hygrometers and lowering the temperature and humidity as much as possible; in winter, turn off the heat; in summer, set air conditioning to 65° F; watch out for mold growth in enclosed spaces; continue to promote maximum air flow with fans (as needed and if it is safe to do so).
- Some types of mold are extremely toxic to humans: if mold or mildew is found on a large number of materials, evacuate people and wait for assistance (it takes 48-72 hours for mold or mildew to develop).

3. Organize Staff and Volunteers

Call for work teams; assemble them with trained team leaders and prepare them to begin wrapping and packing damaged materials; all able staff, including student employees may be asked to participate in salvage teams; volunteers from the University community may also be asked for help; all volunteers will sign a waiver of responsibility before beginning work; everyone must be given frequent rest breaks. Food and beverages should be available.

4. Restore the area

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. All air duct filters must be replaced if mold has been present. Carpeting should be carefully examined as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should only be performed by a professional.

SALVAGE PRIORITIES

There are several factors that need to be considered when establishing salvage priorities.

- The importance of the item to the collection
 - Essential to the mission of the institution or to provide basic services to patrons
 - Important to round out the basic collections or services
 - Nice to have but not essential to the primary mission of the institution
 - Can be discarded because they are replaced on a regular basis (usually standing orders and serials)
- The replacement vs. the restoration of the item
 - Item is replaceable or irreplaceable
 - Cost involved in replacement
 - Cost of replacement vs. the cost of restoration
- Availability of the item from another library

Priority Definitions:

#1: salvage at all costs

#2: salvage if time permits

#3: salvages as part of general clean-up, if financially feasible

2nd floor priorities

1st priority: Staff workstations, particularly Ariel and ILL workstations

1st priority: Reference Collection (including reference manual)

1st priority: Reserve Collection

1st priority: ILL files; Access Services files (personnel files, circulation manual)

1st priority: keys in keybox

2nd priority: IMC materials (children's literature, textbooks, kits behind circ desk)

2nd priority: Popular book, popular DVD, new books

3rd priority: art work

3rd priority: book sale materials

3rd priority: rest of materials behind the circ desk

3rd priority: map case

3rd priority: office files (those not specifically mentioned above)

3rd floor priorities

1st priority: Acquisitions files; NYT; current periodicals; purchased books waiting to be processed; high value book sale items

2nd priority: bound journal collection*

2nd priority: microfilm and microfilm reader/scanner

3rd priority: gift books in Tech Services

3rd priority: art work

3rd priority: office files (those not specifically mentioned above)

4th floor priorities

1st priority: University Archives

1st priority: Special collections

1st priority: University Librarian's files, particularly personnel files

1st priority: software/documentation in Amy's office

2nd priority: music scores

2nd priority: circulating collection*

3rd priority: state documents

3rd priority: art work

3rd priority: records

5th floor priorities

1st priority: circulating collection*

3rd priority: art work

*Further breakdown of priorities for the circulating and periodicals collection can be found on the following page.

Circulating Collection Priorities:
(based on Dewey Decimal Classification)

4th floor

2nd priority: 700-799
2nd priority: 930-999

5th floor

1st priority: 200-299
1st priority: 610-619
1st priority: 650-659
1st priority: 370-379
2nd priority: 330-339
2nd priority: 900-929
3rd priority: 000-199
3rd priority: 300-329
3rd priority: 340-369
3rd priority: 380-609
3rd priority: 620-649
3rd priority: 660-699
3rd priority: 800-899
3rd priority: OS

Bound Journal Collection Priorities:
(based on Dewey Decimal Classification)

3rd floor

1st priority: 130-175
1st priority: 200-305
1st priority: 360-380
1st priority: 600-619
1st priority: 650-659
2nd priority: 050-059
2nd priority: 330-339
2nd priority: 500-599
2nd priority: 700-799
3rd priority: 000-049
3rd priority: 100-129
3rd priority: 176-199
3rd priority: 306-329
3rd priority: 340-359
3rd priority: 381-499
3rd priority: 660-699
3rd priority: 800-999
3rd priority: OS

RECOVERY OF MATERIALS

BOOKS

WATER DAMAGED BOOKS *If packing and removal will take more than 10 hours, loosen tightly packed shelves or boxes so the books and paper do not jam as they swell.*

Ninety-five percent of all disaster damage will be the result of water. In most instances of water damage, the first decision to be made will be whether to air dry or freeze materials. The following section gives criteria for decision making as well as the instructions for carrying out the drying and freezing of books (and bound journals)

SLIGHTLY DAMP VOLUMES

These materials have only wet edges. They do not need interleaving to soak up excess water. They can be air dried.

1. Cover drying surface with plain newsprint. Change newsprint as it becomes damp and remove damp paper from drying area.
2. Stand volume on its head (upside down) and fan open slightly. Paperbacks and other books that will not stand on their own may be braced with wooden blocks or other non-metallic supports. Position the volumes in path of circulating air, but do not blow fan directly on wet paper as this will cause the pages to wrinkle.
3. When almost dry, lay the volumes flat and place weights (not other drying books) on them to minimize distortion. Do not use mechanical presses.
4. Light-weight, single signature pamphlets may be hung on lines of monofilament (no more than 1/32" in diameter) to dry. Make the lines no more than 5-6 feet long and space at least ½" apart.

DAMP VOLUMES

These materials are wet beyond the edges but not soaked through. They may require some interleaving. These volumes can be air dried.

Interleaving is used to soak up excess moisture in books to speed the air drying process. Use only plain newsprint, white paper towels, or polyester web when interleaving.

1. Begin in front and work toward center, placing interleaving sheets every 50 pages or so (25 leaves), in such a way that the book can stand upright on its head when done. Repeat, working from back to center.
2. Change interleaving frequently, placing new sheets at different places from the last, and in such a way that the book can be turned to stand on the opposite end with each change.
3. When interleaving sheets no longer come out wet, continue air drying as for slightly damp volumes.

WET VOLUMES

These materials are wet to some degree throughout but not saturated and dripping. They can be air dried immediately or frozen for later air drying. The materials will require interleaving.

1. These materials will probably be frozen for later freeze drying, or if the number is very small, for air drying.
2. When materials are to be air dried, interleave as for damp volumes. Wet paper tears very easily, so care must be taken. The procedure will be much the same for interleaving and air drying damp volumes – it will just take longer. Be on the alert for mold.

SATURATED VOLUMES

These are materials which have been soaked through. They may have been submerged in water or standing beneath running water. They will require intense individual attention to air dry. If time does not allow this attention, freeze for later treatment. If large quantities are saturated, freeze drying may be the best option.

1. Cover drying surface with plastic sheeting then absorbent paper. Paper should be changed as it becomes wet and removed from the drying area to prevent increase in humidity.

2. Do not open saturated volumes. Wet paper is fragile.
3. Stand volumes on their heads (upside down) and let water drain from books. When changing the paper beneath books, reverse standing position each time.
4. Covers may be opened slightly to support volumes.
5. Waxed paper may be placed between the cover and endsheet to prevent staining from cover material dyes.
6. When most of the water has drained off, proceed with interleaving as for wet volumes.

SPECIAL CONSIDERATIONS FOR WATER DAMAGED BOOKS

VOLUMES WITH COATED STOCK PAPER (SLICK, GLOSSY, PAPER)

Do not allow wet books with coated stock paper to dry in a closed state as the pages will permanently bond together. Keep volumes wet (packed in plastic-lined containers) or submerged until pages can be separated. If air drying, interleaving must be placed between every leaf. Vacuum freeze drying is preferred. Freezing must take place within 6 hours of exposure. Before freezing, several sheets of interleaving may be inserted at intervals throughout the text block to help wick out the moisture during the freeze drying process.

MUDDY VOLUMES

Remove muddy volumes from recovery area, preferably outside. Keep book tightly closed and hold it under clean, cold running water, letting the running water carry 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. Freeze or air dry according to degree of wetness.

Do not wash: open or swollen volumes, vellum or parchment binding, 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 or manuscripts.

MOLDY VOLUMES

Mold and mildew can develop within 48-72 hours in an environment where the temperature is over 75° F and the humidity is over 60%. Materials that have begun to mold should be separated from other materials to prevent contamination. They may be frozen to inhibit further growth and to await treatment. Refer to "Emergency Salvage of Moldy Books and Paper" in Appendix C for further information regarding the treatment of damaged materials due to mold.

FREEZING

Freezing wet materials will stabilize them and provide time to determine the course of action. Mold will not grow and further deterioration from water will not occur. Freezing will also help to eliminate smoke odor from materials. Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be). Temperatures below 15° F will freeze and dry out wet materials. If freezer space is not immediately available and the outside temperature is below 15° F, place the materials in a secure area outside. Cover them with plastic if rain or snow is expected. Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze dryer or air-dried.

PRIORITIES FOR FREEZING

1. Materials which have already developed mold
2. Leather and vellum-bound volumes
3. Manuscripts and art on paper stock
4. Materials on coated stock
5. Photographic prints
6. Journal and monographic volumes

INSTRUCTIONS FOR FREEZING

Call Midwest Freeze Drying at (847) 679-7456 as soon as you know you will need to freeze materials. They will need to know approximately how many containers there will be and when you will be brining them over. The Additional contact information is listed under Recovery Resources & Experts.

Removal

1. Clear the floors and aisles first
2. Begin with the wettest materials first, probably those on the lowest shelves, unless water came through the ceiling
3. Dirt should be removed before freezing. If time does not permit this, muddy books may be frozen. Mud will easily brush off when it is dry. Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
4. Pack materials on-site if possible. If not possible, move by human chain.
5. Keep accurate records of the locations from which materials are removed.

Packing

1. Remove volumes from shelves in order, if possible.
2. Pack items in the condition in which they are found. Do not attempt to close open volumes or open closed volumes that are wet.
3. Pack crates one layer only, snugly enough that volumes will not slide or lean
4. If books are stuck together, do not attempt to separate them, but pack them as one volume.
5. Wrap open books as found and place on top of a packed container. Do not place more than one open volume in a container. Be sure there is a freezer paper barrier between the packed volumes and the open volume to prevent staining from binding dyes.
6. Wrap freezer paper around each volume (waxed side next to volume), write call number on the outside and place in plastic crate or box spine down. If packing in shelf order, inclusive range label on crate can be substituted for writing call number on each volume.

Record Keeping

1. Attach library ownership tag to each box with bright colored book tape. Assign each box a number.
2. On a separate sheet of paper, record the box number, call number of each volume or inclusive range, and the total number of books in each container. If they are not in call number order, note the location where found.
3. If the containers are sent to more than one freezer, note which container numbers are sent where.
4. Keep records of discarded items

Transporting

1. Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that container do not fall over during transport, as further damage may result.
2. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

VACUUM FREEZE DRYING

Vacuum freeze drying is the safest and most successful method for books, although it is also the most expensive. Materials must be frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat, and turns the ice crystals in and on the frozen materials to water vapor. The vapor is then collected on a cold panel that has been chilled to at least -200°F so it cannot go back on the materials. If the materials are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or the document to “explode”. When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather binding). They may be placed in a high humidity room to accelerate the acclimation process, but must be monitored closely for signs of mold. Materials so treated will not look like new, but will show signs of swelling and distortion. Photographs will not be damaged by this treatment, but rubber cement may dissolve and stain the pages to which it has been applied. Vacuum freeze drying is a last resort drying method for very large numbers of photographs and cannot be applied to all processes. Sticking of emulsions has sometimes been observed with freeze drying.

FIRE DAMAGED BOOKS

In the case of fire, all burned or charred materials will have to be removed from the area before ventilation of smoke and air cleaning can be effective. Those items obviously beyond salvage can be placed on book trucks or in boxes or garbage bags and be taken to another location (preferably outside) for bibliographic control procedures. Those which can be salvaged can be removed by book truck to the recovery area.

BINDING FIRE DAMAGED BOOKS

Charred items which are to be rebound will need special handling before being sent to Houchen Bindery.

1. Fire damaged materials should be kept separate from other binding shipments and marked accordingly.
2. All charred or burned covers should be removed before shipment.
3. Be sure the call number is written on the verso of the title page.
4. Any book requiring special treatment (do not trim, specific buckram color, etc.) should be brought to the attention of the Periodicals Assistant.

SMOKE & SOOT REMOVAL

If the only damage to books and papers is soot on the outside, it may be possible to remove most of it by cleaning with a chemical sponge. The chemical sponge does not contain chemicals which assist in the removal of dirt and odors. The name refers to the process of manufacturing a sponge that is much more dense than usual. The sponges can be cut down to fit the cleaner's hand and can be washed and reused several times.

To clean a book, hold the book tightly closed. Use a gentle stroking motion in one direction away from the spine toward the fore edge on the head and/or tail, and the same kind of technique on the fore edge, spine and covers. Continue wiping until no more soot or debris can be removed without damaging the surface area.

DEODORIZING

Charcoal and/or baking soda can be used to deodorize fire-damaged materials. Place charcoal briquettes and/or bowls of baking soda in the area to absorb the odor. If a small number of books are affected, a clean metal barbecue or similar container can be used. Spread briquettes in the bottom and place books on a rack over them. Close the lid and wait two or three days or until the smell can no longer be detected.

NON-BOOK MATERIALS

PHOTOGRAPHIC MATERIALS (PRINTS, NEGATIVES, SLIDES, FILM)

Air drying is the preferred recovery method for all photographic materials. All wet photographs should be removed from their protective envelopes before drying. Photographs which have been immersed in dirty water should be rinsed in cold, clean water before drying or freezing. They should be tilted to allow excess water to run off.

Photographs with stable images should be blotted with clean blotters or soft paper towels before air drying. Non-woven polyester fabric should be placed between the blotter and photograph to prevent sticking. Place wet photographs on a rigid support, such as cardboard or a wooden board, when moving them. Photographs with signs of emulsion deterioration such as bubbling, separation or image loss should not be rinsed or blotted.

Wet photographs should not be allowed to dry out in stacks or in their protective envelopes. They will stick to the envelopes and to each other. Any attempt to separate them after they are stuck together may result in damage to the emulsion of the image. If photographs are to be sent to a professional laboratory for treatment, they should be sealed in plastic bags and transported in plastic garbage cans filled with cold water. Water tight housing should be considered for photographic materials, particularly color products, reel film and microfiche.

Immediate Air-Drying

Air drying results in the least water damage and mold growth as well as less dimensional distortion. However, separation and air drying must be done quickly in order to prevent sticking of emulsions and mold growth.

1. Photographs should be separated before air drying. If photographs do not separate easily, freeze and consult a photograph conservator.
2. If photographs cannot be handled immediately, place in sealed polyethylene bags and immerse in cold water. Ice can be added to the water but not dry ice.
3. Air drying should be done in a clean, dry room.
4. Photographs should be removed from frames, mats, or enclosures and be placed emulsion side up on blotters for lint-free cloth. If photograph is stuck to the glass or overmat, do not force them apart—consult a photograph conservator.
5. Do not allow wet emulsion to come in contact with other materials until it is completely dry. Do not touch wet emulsion.
6. Film-based images can be clipped by the non-image edges to monofilament line with plastic spring-type clothes pins.
7. Unmounted paper-based photographs can be weighed down evenly at their edges with any small clean weights available to prevent curling.
8. If large number of photographs prevent this treatment, let the photographs curl as they dry. They can be flattened later by a conservator if necessary. Do not try to flatten tightly curled dry photographs.

Freezing Photographic Materials

1. If possible, consult a conservator about problems unique to the collection before freezing and thawing.
2. Photographs should be kept wet until they are frozen.
3. It is not necessary to interleave photographs before freezing, although it will certainly make it easier to separate and support them upon thawing. Negatives should be separated before freezing as they will stick together when thawed.
4. Place photographs in stacks small enough that all can be air dried upon thawing. Stacks of photographs should be sealed in plastic bags for freezing.
5. To prevent the formation of ice crystals on photographs, they should be quick frozen at 15°F or colder.

Drying Frozen Photographs

1. Frozen photographs are best dried by thawing, followed by air drying. As a group of photographs thaws, individual photographs can be carefully peeled from the group and placed face up on a clean, absorbent surface to air dry.
2. Vacuum thermal drying is not recommended for photographs.
3. Vacuum freeze drying may be used, though gelatin photographs may mottle during the procedure.
4. Wet collodion glass plates must never be freeze-dried; they will not survive. This is true for all similar collodion processes such as ambrotypes, collodion lantern slides, and tintypes.

Slides

1. Slides can be rinsed and dipped in “Photo-flo,” slide cleaner, or a similar commercial product and air dried, preferably hung on a line or propped on edge.
2. Ideally, slides should be removed from their frames for drying and then remounted.
3. Slides mounted between glass must be removed from the glass or they will not dry.

MOTION PICTURES

Motion picture film must not be allowed to start drying rolled up because the emulsion will stick. Open the film can, fill it with water, and replace lid. Pack into plastic pails or carton lined with garbage bags. Ship to film processor with in 72 hours for rewashing and drying.

MICROFILM

In the case of microfilm service copies, it may be cheaper to replace them than to salvage. However, master negatives might well be irreplaceable and salvage might be the only alternative. Wet rolls of microfilm can be sent to a film processor to be rewashed and dried. Proquest will handle their own films.

1. Put rolls of microfilm in water-tight containers and fill with clean, cold water.
2. Send to microfilm processor within 72 hours for washing and drying.

MICROFICHE

Microfiche can be separated and air dried with some success. They are prone to water spotting and scratching, so the results are less than good. It is probably best to replace.

MAGNETIC MEDIA

Water is especially damaging to magnetic media. The longer they have been wet, the greater the damage will be. The best salvage procedure for all magnetic materials is to make backup copies of all important information and store them in water-tight containers, off-site if possible. Success rates for salvage of magnetic media are extremely low and the process is labor-intensive. If media are dried and saved, they can still cause damage to play-back equipment. A good rule of thumb to follow is not to attempt to salvage commercially available tapes and disks. Replacement may ultimately be cheaper. For unique magnetic media, the following may be attempted.

TAPES (AUDIO, VIDEO, COMPUTER)

1. Break open cassettes.
2. Wash tape in clean or distilled water.
3. Air dry or dry with cheesecloth. Do not dry with heated air as it will promote humidity, resulting in adhesion of the media.
4. Wind on reels and re-record.

FLOPPY DISKS

1. Carefully slit open disk jacket – there is very little clearance between disk and jacket.
2. Remove disk.
3. Any dirt should be rinsed off in clean, tepid water.
4. Fan dry by hand. Do not use blow dryer as this can cause wrinkling.
5. Open a good but expendable disk jacket and remove the disk.
6. Insert the now-dry old disk into the new jacket. Tape jacket closed if necessary.
7. Recopy data onto hard drive or new floppy.
8. Clean head after copying from damaged disks.

COMPACT DISKS

1. Hold the disk by the outer edges.
2. Working out from the center in a straight line, wipe off water or dirt with cheesecloth or other soft, dry cloth.
3. do not use any cleaners or water on a compact disk.
4. Do not use a hair dryer to remove moisture or blow off dirt.

SOUND RECORDINGS—VINYL

1. Remove disks from sleeves and jackets.
2. If labels are separated, mark center of disk with grease pencil and save label to dry like other paper materials.
3. Wash disks in distilled water, following the circular grooves of the record.
4. Dry thoroughly, again following the grooves, with cheesecloth or other soft, lint-free cloth, or air dry on supports that permit free circulation of air.
5. Jackets may be dried as other paper materials.
6. Discard plastic album covers.

DOCUMENTS/UNBOUND PAPER MATERIALS

Loose papers can be dried by spreading them on clean absorbent flat surfaces in areas where there is good air circulation. They can be covered with non-woven polyester web or plastic mosquito screening to keep them from blowing away, if needed. Do not attempt to flatten anything at this stage, simply try to get things dry as quickly as possible. Flattening can be done later if necessary. Damaged documents which have value only for their information need only be dried enough to be handled and photocopied.

If the number of documents affected is too great to be handled within 24 hours, or of value which will require individual attention, the items should be frozen. Loose papers should be frozen as found. Do not remove from file cabinet drawers, document cases or folders; do not turn containers upside down to empty or drain.

A stack of wet unbound papers can be separated, but the process takes great care and is very time consuming:

1. Place a sheet of polyester film on top of the stack
2. Rub gently with a bone folder. Surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on top of a piece of polyester web.
4. Remove the polyester film.
5. Place wet sheet, supported by the polyester web, on unprinted newsprint on a flat surface and air dry as above.
6. The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper to remove excess moisture and applying even pressure with weights.

REALIA

WOOD MATERIALS

Begin drying within 48 hours to prevent mold growth. Polychromed objects require immediate attention; notify Fr. Michael Komechak at 829-6270.

Packing method:

Partially wetted objects can be packed with dry blotting materials such as uninked newsprint or acid free blotters to remove as much moisture as possible. Thoroughly wetted, unpainted objects should be wrapped with blotting materials, then wrapped in polyethylene sheeting to retain as much moisture as possible, since fast drying will cause irreversible damage.

Preparation for drying:

Rinse or sponge with clear water to remove mud or dirt before drying. Be careful not to wipe or scour as grit will damage remaining finish. Use a soft bristle brush to clean carvings and crevices. If mud has dried, dampen with a sponge and remove with a wooden spatula; rinse. Remove wet contents and paper liners from drawers and shelves.

Drying Procedure: Absorb excess moisture with sponges, clean towels, paper towels, or uninked newsprint. Blot, do not wipe to avoid scratching the surface. Air dry, using fans to keep air moving without blowing directly on the pieces. Tent the objects with polyethylene sheeting to slow the drying. Raise items off the floor on trestles, pallets, or lumber to allow air to circulate on all sides. Open doors and drawers slightly to allow air to circulate inside the items. Use portable dehumidifiers to slowly remove moisture from the area and objects. Drying quickly will cause warping and cracking. Bring relative humidity down to 50-55%.

CERAMIC, GLASS, METAL & STONE MATERIALS

These materials can be dealt with last since they generally suffer little damage for short term exposure to water.

Preparation for Drying:

Rinse or sponge with clear water to remove mud or dirt before drying.

Drying Procedure:

Sponges, clean towels, paper towels, or unused 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. Air dry, using fans to keep air moving without blowing directly on the pieces. Raise items off the floor on trestles, pallets, or lumber to allow air to circulate underneath the items. Metal objects can be dried with moderate heat (90-100°F in an oven or using a heater or hair dryer). Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring relative humidity down to 50%

GUIDELINES FOR PACKING WET LIBRARY MATERIALS

1. Be extremely careful when handling wet materials because they are very fragile.
2. Do not unpack structurally sound containers like phase boxes or slip cases, although they may be reinforced by packing inside plastic crates.
3. Fill cartons and crates three quarters full.
4. Keep identification labels (call numbers and tags) with objects. Don't mark wet paper. Picture frames and reels can be marked with a grease pencil.
5. To prevent further damage, do not stack materials in piles on the floor.

BOOKS

- Do not open or close wet books or remove wet book covers
- If the water is dirty, wash the books before freezing
- Do not wash open books and those with water soluble media.
- Wash closed books in tubs of cold running water and dab away (do not rub) mud with a sponge.
- Time and facilities may limit this treatment.
- Lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard carton
- Leather, parchment, and vellum bindings are an immediate priority because they distort and disintegrate in water.
- Books with coated papers (slick, glossy paper) should be kept wet by packing inside boxes lined with garbage bags, then frozen.

COATED PAPERS (such as glossy magazines)

- Keep wet by packing in boxes lined with garbage bags, then freeze.

SOUND AND VIDEO TAPES

- Pack vertically into egg crates or cardboard cartons. Don not put excessive weight on the sides of the reels or cassettes

COMPUTER DISKS

- If the disks are wet, pack them upright in containers of cold, distilled water. Make arrangements to air dry.

MICROFORMS

- Roll Microfilm: It may be cheaper to replace service copies than to salvage them, but master negatives may be irreplaceable and salvage the only option. Put rolls of microfilm in water-tight containers and fill with clean, cold water. Send to microfilm processor within 72 hours for washing and drying.
- Diazo microfiche, aperture cards, film in jackets: Pack, freeze, and make arrangements to air dry.

PARCHMENT AND VELLUM

- Separate from other documents, pack in crates or flat boxes, and freeze.

SOUND RECORDINGS--VINYL

- If storage boxes are badly damaged, transfer the discs, up to five at a time to milk crates. Pad the bottom of the crates with ethafoam every 25 records to absorb shocks. Always transport the discs vertically and hold the discs by their edges. Avoid shocks and jolts during transport.

PAPER (Single sheets of paper stored in file folders in file cabinets or boxes)

- Do not try to separate. Interleave the folders every two inches with freezer paper and pack.

MAPS AND MANUSCRIPTS WITH SOLUBLE MEDIA (water color, certain inks, pastels, charcoal, tempera)

- Do not blot the surface. Quickly freeze or air dry.

PHOTOGRAPHIC MATERIALS

- Salvage without delay wet collodion photographs (ambrotypes, tintypes, pannotypes and wet collodion glass negatives). Salvage these first and air-dry them immediately. Both immersion and freezing will destroy the emulsion.
- Daguerreotypes: salvage and air dry
- Nitrates with softening emulsions: Freeze immediately and make arrangement to freeze dry. Emulsions are water soluble and could be lost. Other photographs should be kept in wet containers of fresh cold water until they are either air dried or frozen. If allowed to partially dry, they will stick together. Pack inside plastic garbage pails or garbage bags inside boxes. Keep to a minimum the immersion time prior to treatment or freezing.
- Prints, negative, transparencies: Salvage color photographs first, then prints, then black and white negatives and transparencies. If facilities and personnel are available, air dry. Pack and freeze if not.
- Motion pictures: Open the film can, fill it with water, and replace the lid. Pack into plastic pails or cardboard cartons lined with garbage bags. Ship to a film processor for reprocessing and drying.

FRAMED PRINTS AND DRAWINGS

- If time and space permits, unframe and pack as single sheets.

PAINTINGS

- Drain off excess water and take to a work area for immediate drying. Transport horizontally, if you can. If not, carry the painting facing toward you, holding the sides of the frame with the palms of your hands. Larger paintings should be carried by two people. The order of removal and treatment is: first, the most valued; second, the least damaged; third, slightly damaged; and fourth, severely damaged.

PLANS, OVERSIZED PRINTS, MANUSCRIPTS, MAPS IN DRAWERS

- Sponge standing water out of map drawers. Remove the drawers from the cabinet, ship and freeze them stacked up with 1'-2' strips of wood laid horizontally between each drawer. Pack loose, flat maps in bread trays, flat boxes, or on plywood sheets covered in polyethylene. Bundle rolled maps very loosely to go in small numbers to the freezer, unless facilities are available for conservators to unroll them.

BIBLIOGRAPHIC CONTROL FOR EMERGENCIES

During an emergency, it is essential that records be kept for any item removed from the shelves for any reason. It is from these records that losses can be counted, replacement materials ordered and salvage materials retrieved until they can be returned to their correct locations. Under recovery conditions, it may be easier to make paper records initially; however, these should be transferred to the online catalog as soon as feasible. The Cataloging Librarian will be in charge of this task.

Destroyed Materials

Materials burned, soaked or otherwise damaged beyond recovery should be removed from the recovery area. Title pages, call numbers or other available identifying matter can be removed from the items and collected in a central location for creating I-Share printouts. The titles can then be searched for availability, replacement or withdrawal.

Frozen or Freeze-Dried Materials

Materials which are to be sent off-site for freezing or freeze-drying should be recorded separately. When preparing items for freezing, the crate number and the call number of each item in the crate (or the range of numbers) should be recorded on the crate as well as on a separate list. From this list, an I-Share printout can be made and the status of the materials can be changed to damaged.

Salvaged Materials

Materials which have been involved in a disaster, but which are repairable in-house should have their status changed to Circulation Review. Materials rebound commercially should have their status set to bindery. Those items which have dried and need no further attention can be returned to the shelves as soon as fixtures have been cleaned. If this will occur within one week, the status of the materials does not have to be changed; otherwise, the status should be set to circulation review.

CLEANUP AND RESHELVING

Following the removal of damaged materials, the University Librarian will arrange for cleanup and repair of the damaged site by a campus or commercial cleaning crew (as well as for temporary storage if necessary). The crew will clean the area and restore the shelves.

RESHELVING

1. Establish a timetable for reshelving materials
2. Preservation and Logistics Coordinator will oversee the loading and unloading of materials by library staff and trained volunteers.
3. Workers reshelve the materials in call number order.
4. Report progress to Team Leader.
5. When completed, library staff will thoroughly read the collection to make sure everything was returned to its proper place.
6. During the course of the following year, the library staff will conduct an inventory of the affected collection(s).

RESTORATION OF SERVICE

In addition to salvaging the collections, it is imperative to restore the services offered by the library as soon as possible. These services include reference, interlibrary loan, instruction, and circulation. The extent of the damage to the library will determine how and where these services will be restored. The Emergency Response Team will make the final determination. Factors to be considered when restoring service include the follow:

Damage limited to a single area or floor (library building remains open):

- Restore reference service in an area away from the disaster yet accessible to patrons.
- Institute a paging system to retrieve materials from damaged area.
- Restore ILL service in an area away from the disaster to get copies of materials that are damaged yet needed by students.
- Restore circulation in an area away from the disaster.
- Library instruction is not affected.

Damage encompasses entire library (library building is closed):

- Restore reference service in another office in Kindlon or on campus (preferably in an academic building or in Krasa.
 - Need computer connected to campus network
 - Need telephone access
- Institute a paging system to retrieve materials from library, if possible.
 - Need shelving cart
- Restore ILL service to get copies of materials needed by students (no requests accepted from other libraries)
 - Need computer connected to campus network and connected to ILLiad
 - Need scanner
 - Need telephone access
- Circulation of ILL and paged materials will be handled by the ILL office.
- Circulation service not needed until the collection is accessible.
- Library instruction available in off-campus cohort locations ,computer classrooms on campus and through WebEx

Damage encompasses entire campus (library building is closed):

- Restore reference service at Benet Academy—check in with Benet Librarian.
 - Need computer with internet connection
 - Need telephone access
- Restore ILL service to get copies of materials needed by students (no requests accepted from other libraries)
 - Need computer connected to internet and connected to ILLiad
 - Need scanner
 - Need telephone access
- Circulation of ILL materials will be handled by the ILL office.
- Circulation service not needed until the collection is accessible.
- Library instruction available in off-campus cohort locations and through WebEx.

Damage encompasses entire Benedictine community (library building is closed):

- Partner with North Central College to restore reference service.
- Partner with North Central College to provide ILL service to Benedictine University community.
- Library instruction available in off-campus cohort locations and through WebEX.

Commented [ME15]: @Matteson, Joy E review with Library staff for remote access

POST DISASTER PROCEDURES

After recovery, using reports and feedback from library staff, the University Librarian will draft a report, including photographs, and submit it to the Response Team which will examine the report and consider the effectiveness of the disaster response plan. The final report which the team will submit to the Provost should also evaluate all sources of supplies and equipment and all off-site facilities used. The Team's report should lead to the revision of the Emergency Plan, if necessary.

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