

Disaster Plan

Raugust Library, Jamestown College

Introduction

The popular notion that writing a disaster plan is a sure way to invite a disaster to happen is said to be false. This does not appear to be true in the case of Raugust Library; when I was writing the first disaster plan for the library in 1995, the ceiling fell in under the weight of a two-inch rainfall during a reroofing project. And no sooner had I started to revise the plan in 2004 when the roof sprang fourteen new leaks. However, seen in the context of the ongoing battles against water in this building, which occur roughly every other year, we have done reasonably well in preserving the collections and maintaining library operations in spite of adverse conditions. This is largely due to a staff which is quick to anticipate problems and to act to mitigate them, and also to having necessary supplies on hand. We would still prefer to have a building which worked properly.

This current revision of the plan will take into account changes in staff and in the collections and will review procedures to follow when the next problem occurs.

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Director, Raugust Library
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Procedures

All of our library disasters to date have involved water. Even though disasters may appear in the form of fires and tornados in this area, it is assumed that water will be a component of these problems as well, and it is assumed for the purposes of this document that the materials are wet.

In the event of a disaster, key people are to be notified in the order given in the **Notification of Staff Members and Others** section.

Upon arriving at the library

1. Make sure that the building is safe to enter.
2. Disconnect the security gate so that no one is inadvertently electrocuted.
3. Assess which areas of the library have been affected and put the **Priorities of Materials to Rescue** plan into effect.
4. Locate dry areas to which to move materials, either in the library or in Westminster.
5. Locate the stored supplies and move them to work areas as needed.
6. Assign one person to make calls and order materials. (probably Dee)
7. Turn on air conditioners as high as possible to move air and extract water from the building.

Processing of materials: Damp Books and Periodicals

The object of this effort is to preserve the contents of the books. Frequently during a water problem, only the spines and outer boards of the books will become wet. For damp books, follow these steps:

1. Locate a large, dry area and put plastic sheets on floor surfaces and tables.
2. Stand each book upright and fan the leaves. Make sure that all the books are opened in the same direction.
3. For wetter books, interleave the pages with sheets of newsprint. If necessary, assign one person with a paper cutter to cut the newsprint to size.

4. Position fans to blow directly onto the books, into the open pages.
5. After twelve hours, flip the books over so that they are now standing upside down and physically fan the pages of each book several times. Make sure that the fanning reaches down to the spine.
6. Examine the books to see if pages are stuck together. Do not attempt to open them.
7. Remove, discard, and replace the newsprint in the wetter books.
8. Reposition the books so that the fans continue to blow into the open pages.
9. Repeat this process from step 5 every twelve hours until the books are thoroughly dry.
10. If some pages have stuck together, see if they can be opened very carefully with a bone. Do not force this!
11. Set up the following circulation categories in the ALEPH software: **water rebinding** (to distinguish from regular rebinding), **discard**, and **temporary locations**. Assign library carrels with unique temporary location designators.
12. Assess which books need to be rebound, check these out to water rebinding, and send to the bindery. Print out three lists of these books; one for the binder, one for the library, and one for the insurance company.
13. Assess which books cannot be saved, check them out to discard, and box for the insurance assessors. Store offsite.
14. Assess which books need only to be straightened under pressure. Check these out to individual carrels and pack them as tightly as possible into them. Leave for several months, if possible. If repairs are going on around the carrels, move them to another location or cover them with plastic. Check frequently for mold.
15. Treat leather bindings with Neet's foot oil.

Processing of Materials: Wet Books and Periodicals

For the purpose of this discussion, wet books are those in which not only the spines and boards have become wet, but also the contents more than two inches in from the edges. Wet books present a much greater challenge for recovery and the library probably will not be able to deal with them on site.

If the saturated book is one with many illustrations printed on glossy paper, the chance of restoration goes down considerably. The clay finish on these papers, combined with water, will effectively make bricks. For this reason,

the art books should be rescued first and interleaved with newsprint, as described below, as quickly as possible. Many of the children's books are also printed on glossy paper, but they are generally easier to replace.

One issue which I have not seen addressed in other manuals is not just whether a book *can* be saved, but whether it *should* be saved. Yes, it may be perfectly possible to restore that 1969 nursing text on cardiac care, but why would you want to do so? The cost of restoring the book may be more than the value of the book to the collection. This is an issue to explore with the insurers ahead of time; they may prefer to purchase a new edition of a book at a lower cost than that of restoring an older edition.

It should be remembered, also, that dealing with an emergency may not allow enough time for a careful weeding of damaged materials.

In any event, one major consideration is the prevention of mold growth in saturated books. In addition to keeping as much air moving around the area as possible, follow these steps:

1. Set up a processing table beside a computer terminal and cover it with plastic.
2. Set up a circulation category for **freezing** in the ALEPH software.
3. Number the milk crates.
4. If the book is dirty, hold it tightly shut, immerse it in clean water, and gently brush surface dirt from the spine and covers. This process may take two people.
5. Identify each book and check it out to freezing. *Do not try to open the book*; work from the call numbers. In the notes section, identify which crate the book is in.
6. Wrap each book in freezer paper and place it spine down in the numbered plastic milk crate. Pack the books in tightly to prevent warping.
7. Attach a list of each book in the crate to the outside of the crate
8. Take the crates to a portable flash freezing unit and freeze.
9. Arrange to have the books processed through a vacuum extraction facility.
10. Upon return to the library, treat leather bindings with Neet's foot oil.

Processing of Materials: Microfiche and Microfilm

For small problems:

1. Remove microfiche from paper holders.
2. Hang the holders and fiche from clothes lines to air dry.

For most problems:

1. Contact UMI or Bell Labs for professional assistance in restoring the fiche and film.

Processing of Materials: Video

Most of the video tapes are stored in plastic cases and should be relatively safe from saturation.

1. Take the videos to a large, dry area.
2. Cover the tables and floor surfaces with plastic sheets.
3. Remove each video from its case, shake out any water, and allow to air dry.
4. If the video is dirty, immerse it briefly in clean water and brush gently to remove surface dirt. Shake out as much water as possible.
5. When thoroughly dry, run each video through a vhs player on fast forward and rewind to make sure that the surfaces have not stuck together.
6. When time allows, view each video to see if any damage has occurred.
7. Clean the vhs heads frequently.
8. Make sure that the plastic cases are clean and free from grit and mold.

Processing of Materials: CDs and DVDs

1. Take the cds and dvds to a large, dry area.
2. Cover the tables and floor surfaces with plastic sheets.
3. Remove each item from its case, shake out any water, and allow to air dry.

4. When thoroughly dry, run each disk through a disk cleaning machine.
NEVER WIPE ACROSS A DISK!!
5. Make sure that the plastic cases are clean and free from grit and mold.

In the Event of a Tornado

1. If the building is safe to enter, assess the damage.
2. Put the **Notification of Staff Members and Others** into effect.
3. Call the insurers.
4. Materials will probably be scattered over a wide area and will return sporadically, if at all. Locate temporary quarters and shelving.
5. Set up at least one staff terminal, complete with barcode scanner.
6. Have the ODIN office globally update everything that has not already been checked out to **missing** or **lost**. Ask the office to notify the network that Raugust Library will not be available for interlibrary loan.
7. Institute the processing of damaged or wet materials as appropriate.
8. Check in materials as they are returned and shelve appropriately on temporary shelving.

Miscellaneous Considerations

1. Dry clean the quilts immediately.
2. After the collections have been dealt with, ask the physical plant to assess and deal with damage to the furniture.
3. Arrange for food and breaks for all workers.
4. Document damage with photographs taken before rescue work begins and daily throughout the process.
5. It is important to maintain at least some library functions. All of the electronic resources of the library will still be available even if the physical collection is completely destroyed, and the library will still have patrons to help. Remind the campus community that although the library is in an altered state, it still has resources available to them.
6. Set up arrangements with the other libraries in town to assist our patrons. Send additional staff to each to help with the added patron load.

Notification of Staff Members and Others

Many people are necessary to help in recovery from a disaster, no matter now large or small. The library director should be notified first and will then contact the following people, based on the size of the problem.

Library Director

Phyllis Bratton ext.2433
522 4th Ave. SE
Jamestown
952-1453
320-0372

Business Manager

Tom Heck ext.2559
952-2339

Head of Physical Plant

Mark Koepke ext.2439
ext.2540

After hours emergency contact

659-0032
320-7317

Emergency Services

911

Academic Dean

Gary Watts ext.2614
952-1831

Circulation Manager

Brenda Fischer ext.2530
269-1531

Interlibrary Loan Manager

Anthoula Hanse ext.2441
952-0099

Cataloger

Jasmine Kinzler ext.2431
269-0883

Acquisitions Manager

Bonnie Schmitz ext.2432
252-0191
320-0191

Other Offices in Raugust

Pat Rinde ext.2520
252-4550

Shelley Mansavage ext.2502
952-3778

ODIN Office

701-777-6346

Public Relations Manager

Erin Klein ext.2448

Priorities of Materials to Rescue

Deciding what order to use in rescuing materials will depend upon which areas of the library are damaged. There is no need to worry about rescuing a shelf list, as this is no longer maintained, or a library server, as the library webpages are distributed among servers in Grand Forks and Sorkness Hall. The library staff may therefore concentrate on rescuing the physical contents of the library, rather than the digital.

Staff areas: Technical and Public Services (Main Floor)

1. staff cpus
2. staff monitors, barcode scanners, and keyboards
3. Native American artifacts
4. current paper files
5. books/materials on book trucks, which can be wheeled outdoors
6. hanging quilts
7. laminator and copier

Reference

1. 800s
2. 150s – 199s
3. 900s
4. 700s
5. remaining stack area

Media Area (Main Floor)

1. dvd collection
2. cd collection

Archives (Top Floor)

1. college history materials (shelves to be identified later)
2. town history materials (shelves to be identified later)
3. Native American artifacts
4. blueprints

5. Stroth collection
6. Jamestown College Special Collections
7. Scottish collection
8. periodicals

Main Collection

1. 700s
2. 600s
3. 800s
4. 150s
5. 370s
6. 200s
7. 900s
8. remaining 330s
9. Curriculum Library
10. remaining stack area

Basement

1. rare periodicals only

The Student Media Center in the library basement will need to develop its own disaster plan.

Supplies and Sources

To have on hand

1. plastic sheeting
2. buckets/trashcans
3. mops, shovels
4. water extraction machine
5. plastic gloves
6. flashlights
7. batteries
8. portable radio
9. fans

Location

janitors closets, basement
various locations in building
janitors closets, physical plant
physical plant
janitors closets
equipment room, front desk
equipment room, front desk
equipment room, front desk
janitors closets, basement

To get quickly

1. blank newsprint
2. freezer paper
3. milk crates
4. hard hats

Jamestown Sun (?)
Walmart, Kmart, various butchers
Walmart, Kmart, groceries, bakeries
physical plant

Services