

First Response to Disasters for Small Museums and Libraries

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Every Museum or library should have a well prepared disaster plan. Susceptibility to damage in both of these types of institutions is a common theme, as we have learned particularly through world events during the last decade. Some of these disasters include fires, flooding, wind, intense weather conditions, earthquakes, civil disturbances, i.e. as in acts of war or on a smaller scale, loss of materials through theft and vandalism. Not one individual who sees a disaster is untouched by it. Proper planning for collection management agencies is crucial. There exist many articles online and in paper resources that include useful forms and guidance in developing disaster plans. (1 & 2)

The missions of both libraries and museums include the protection of our cultural heritage by offering preservation and stewardship, as well as to support public access to collections that represent them. There are many vulnerable objects that we care for from paper to artifacts and when they are destroyed or damaged there are two types of disaster trauma offered—both to the individual and then to our community. Most people pull together and function adequately during and after a disaster, but their effectiveness is diminished by the effects of the event. I have found a vast amount of the support from library and museum personnel has been available online in virtual communities through listservs, blogs and Web sites. (3 & 4 and [Helpful Links](#))

Disasters do not consider national or international boundaries and some of the people who responded to my requests (of their own preferred sources) for information on Disaster Recovery were from distant locations. The spirit of their communications was overwhelmingly positive and generous. It is also important to know of regional resources, network with other facilities that house collections through regional conferences and meetings, and share your experiences. The amazing web of information that develops may include something as simple as tips from one person to another, which eventually may save precious items in the future. Finding disaster experts in regions that have previously been impacted is another method of obtaining helpful information.

I have also come to the conclusion that the most valuable resource in these situations are the human beings, who experience the events and manage to persist through the challenges that follow them. Stress and grief in disasters are normal reactions to abnormal situations and many emotional reactions of disaster survivors stem from problems of daily living brought about by the disaster, but the stories of people who work in libraries and museums and pull together resources from their communities and professional associates, are impressive.(5)

Another common goal in our collections management is critically maintained cleanliness and order, and the effect of a disaster may be confusing to some survivors. They may experience frustration, anger, and feelings of helplessness related to Federal, State, and private-sector disaster assistance programs. Again, through shared experience I have found many examples of cooperation and communication between various institutions that support and encourage recovery efforts. When funding was not available support was offered in myriad ways. Help and support for local disaster recovery may also come from unanticipated sources.

The importance of and value to communities offered by their museums (be they zoos or art galleries) and libraries (from Special Collections to schools and public) is one certainty throughout these disasters. To experience representations of our culture through books, art and artifacts is a basic need. It offers escape from deficit realities and an opportunity to rise above distressing events. Finding places to learn and explore (also essential for finding information) and comfort in the continuity of public services and helpful positive personnel, is healing. Communities hold dear the traditions of family experiences in their museums and libraries, and meeting the challenge of being "Open" following a disaster, is a focus for the researchers who may examine this project.

The intention of this project (from a staff member of a small public library and who has also worked in museum collections) is to offer a

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basic annotated bibliography of some of the best resources I reviewed (or were offered to me as reviewed by professionals). A facilities first step after a disaster would be (with their Disaster Recovery team) to save the top choices of a prioritized collection, the next step is to try to stabilize their condition. Depending upon the elements of each collection needs, adequate communication of what to do (for each conservation concern) depends upon immediate accurate information. Different physical requirements involving essential tool knowledge, protection from the environmental toxins and other safety concerns and special technical qualifications might also need to be considered.

Part of the solution (to problems that will need to be addressed), is in knowing what the best requirements are for personnel who will be most effective in the disaster recovery, and in having good access to people who have disaster recovery experience. An effective leader and disaster plan will be essential to organizing resources for best results. Communication and location knowledge for consultants and services to support the plan, and availability of financial support to begin use of their services is also important. Appointed business managers to work on insurance and grant applications may be key to getting through the recovery process. Hopefully the realm of information necessary is well represented through my connected Annotated Bibliography.

1. Fortson, Judith. "Disaster Planning and Recovery: A How-To-Do-It Manual for Librarians and Archivists". How-to-Do-It Manuals for Libraries, Number 21. Neal-Schuman Publishers, Inc. New York. 1992

2. Kahn, Miriam. "Mastering Disaster: Emergency Planning for Libraries". *Library Journal*. 118.21. (15 December 1993):73-75. Academic Search Premier, EBSCOhost. U. of North Texas Lib. 28 November 2005.

3. Ishizuka, Kathy. "Libraries Rebuild After Hurricane Katrina". *School Library Journal*. 51.10 (October 2005): 16-17. Academic Search Premier, EBSCOhost. U. of North Texas Lib. 28 November 2005.

4. Liza, "ERBUS". The Buzz, A Blog from A Science of Minnesota Community. 27 November 2005. http://www.smm.org/buzz/blog/better_emergence_response

5. Champion, Sandra & Master, Christine. "When Disaster Strikes". *School Library Journal*. 39.9. (Sept. 93):146-150. Academic Search Premier, EBSCOhost. U. of North Texas Lib. 28 November 2005. <http://libproxy.library.unt.edu:2206/>

6. Cloonan, Michele V. "Monumental Preservation: A Call to Action". *American Libraries*. 35.8 (September 2004): 34-38. (This came from my magazine stack)

There is a tide in the affairs of men Which, taken at the flood, leads on to fortune;

Omitted, all the voyage of their life

Is bound in shallows and in miseries

On such a full sea are we now afloat;

And we must take the current when it serves,

Or lose our ventures.

--Shakespeare, Julius Caesar, ACT IV, SCENE 3

Search Process

I began my search by getting on WorldCat- OCLC FirstSearch with the query kw:flood kw: recovery". I thought there might be actual case studies on recovery and found 23 quality literature sources that were in my topic, "First Response to Disasters in Small Museums and Libraries". This was one way to find if a document was online or in an e-book format. Government/State pamphlets and Technical Bulletins can be printed also from hyperlinked listings, here, but you must have an access point to get to FirstSearch and a password account. I had two through the Idaho State Library "LiLi Unlimited" and the Star Library Web site, available only "In Library". Further along in my research I used this again and entered two more queries "kw: disaster" and "kw: response" as well as "kw": disaster" and "kw: recovery". Finally "Query: kw: Kahn, and kw: Miriam" and that was effective in selecting good possibilities for Interlibrary loans, since not too many books were available through our LYNX consortium under the heading of "Disaster" much less "Disaster Recovery or Response".

I was trying to think in terms of people who needed immediate information for solutions and this was one method of finding literature sources. If I went to the websites of some of the organizations that were mentioned in articles by librarian and museum professionals, many include excellent bibliographies on the topic (see Helpful Links). If you have the time, the use of the locations of items information is helpful from WorldCat. The predominant search engine used to locate Web sites was www.metacrawler.com and www.google.com after going online with Mozilla or MSN Internet Explorer, then I'd enter an acronym or title of a Web sites organization found through bibliographic searching. Titles in bibliographies included "Disaster Response" so I modified my search.

Next step to finding articles and literary sources, was to use the UNT Library Link as a student. I went into the University of North Texas Library site (Electronic Resources- Abstracts & Indexes) LISA- Library and Information Science Abstracts, and searched the LISA database using Search Query: Disaster and Response and Museums, then again used Search Query: Disaster and Response and Libraries, comparing both for informational content of sources. Referring back to the bibliographies I had printed from the conservation sites I found other items through a search of the CCI (Canadian Conservation Institute) library. I searched their web catalogue by both "Disaster Recovery Museums" and "Disaster Recovery Libraries", and pertinent sources and repeat titles were noted. I also did an EBSCOhost search using the term "Disaster Recovery" in Advanced Search and checked the source file categories under "DISASTER".

At this point I began experiencing "information overload" and realized the most essential sources would be the ones that were used and recommended by library and museum professionals. I am a member of three list-servs: MUSEUMS-L, PRESERVNW-L and LIBIDAHO. Both locally and globally (since one response was from France), I sent this note: "I am currently pursuing an MLS in Library Science. I have nearly an MA in Anthropology too and have worked in archeology, museums and libraries. This explains the background interest for my request for input from all of you most intelligent professionals on these list-servs? I am interested in putting together a list of the most helpful literature sources to use as a "First Response to Disaster Source List" for small museums and libraries. I worked in a tsunami zone as a Curator of a small historical museum and we did not have a Disaster Plan in place. Sometimes learning by default seems to be the worst

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case scenario. I have collected many Web site suggestions from members of these online communities.

I have also heard of libraries (in Hawaii and Idaho with water damage) that have been impacted by natural disasters, not to mention the heartbreak of New Orleans and Florida area collection damage. This is where your experience may help. With a limited budget in mind, which literature resources would you recommend for the staff of a small museum or library to help aid in recovery or preservation of collection items (that may have been effected by water, fire and other unpredictable disasters) and why? Thank you so much for your time and trouble in answering this request. I would be happy to post it to all when my Final Project is done in early December 2005." I was humbled by the swift and helpful replies (24 in total) from highly qualified individuals, including Preservation Librarians in Universities and Information Specialists from many museums and libraries. This connection is one example of how a virtual community can be a force for positive social change.

Annotated Bibliography

1. *Conservation OnLine (CoOL)*. Ed. Walter Henry. Oct. 2005. Stanford U. 25 Nov. 2005. <<http://palimpsest.stanford.edu>>

This is a project of the Preservation Department of Stanford University Libraries and has a full text library of conservation information. If you go to the website, "Disaster Preparedness and Response" is one of the topics and includes reprints of Information from the Smithsonian Institution, National Archives and Records Administration, Library of Congress and National Park Service to name a few, so I would say the authority of the information is assured. "A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials" is just one of the selections of printable essential publications.

It is 11 printed pages of comprehensive information, with hyperlinks that are current and continually updated and added to by Walter Henry who is Lead Analyst, Preservation Department, Stanford University Libraries and Academic Information Resources (SUL/AIR). One of the site's unique features is the Northeast Document Conservation Center (NEDCC) link that offers a phone number with disaster assistance "in case of a collection-threatening emergency" day or night, seven days a week. There is no charge for this service. Many specific item recovery sources are included. It has international information sources, with something offered for every disaster situation.

2. Heritage Preservation Emergency response and Salvage Wheel

This is a cardboard wheel that is an interactive slide chart to aid in Disaster recovery. It was developed by the National Task Force on Emergency Response and contains information for protecting documents, art, and artifacts from water damage. It has been translated into six languages and can be ordered for a minimal cost from FEMA or Heritage Preservation. "The Heritage Emergency National Task Force was formed in 1995 to help libraries and archives, museums, historical societies and historic sites better protect their collections...and provides expert information on response and salvage to institutions and the public." <http://www.heritage-preservation.org>

It is called "Before Disaster Strikes" and focuses on the first 24 hours after a disaster. The National Endowment for the Humanities helped with funding to get this out in an inexpensive format to everyone who could make use of it. On the American Library Association's site (see [Helpful Links](#)) under "Disaster Response" they have an interactive version of the wheel online, with all of it's categories for collection recovery assistance including Photographs, Framed Artworks, Books & Paper, Electronic Records, Textiles, Furniture, Ceramics/Stone/Metal, Organic Materials and Natural History Specimens with more information on the "Emergency Response Action Steps" page.

3. & 4. Walsh, Betty. "Salvage At A Glance" Chart. Ed. Carolyn Tallent. WAAC Newsletter 19.2 (1997). 10 Dec. 2005 <<http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html>>

This chart was written as a ready reference to the BCIMS disaster plan. Originally, the chart was modeled on a table of recovery priorities written by Julia Niebuhr Eulenberg, in *Handbook for the Recovery of Water Damaged Business Records* (Prairie Village, Kansas: ARMA, 1986), 47-48.

This is also an important inclusion in the University of British Columbia's Library "Disaster Recovery Manual" (p. 2.3) written by the Facilities, Security and Health & Safety Office (January 2000). Betty Walsh is from the British Columbia Information Services and you can use this chart in a laminated form. The categories and specific items listed in the chart cover important salvageable materials found in the collections of both museums and libraries and the following link to the UBC Library Manual document is helpful for use in organizing a disaster plan for your own institution as well. <<http://www.library.ubc.ca/facility/Disman2.pdf>>

5., 6., 7., & 8. Kahn, Miriam. *Disaster Response and Planning for Libraries*. 2nd ed. Chicago: American Library Association, 2002.

"Miriam Kahn has specialized in preservation and disaster response since 1989. Her company, MBK Consulting, was founded in 1991 and provides preservation and disaster response services to all types of cultural institutions, corporations, and small to medium-sized businesses and disaster response companies. Kahn received her MLS from Queens college, CUNY and worked as preservation officer for the State library of Ohio, coordinator for online services at the I.D. Weeks Library at the University of South Dakota, and reference librarian at New York Public Library&150 Mid Manhattan Branch. In addition to her consulting business, she teaches workshops and seminars for librarians and archivists on a wide variety of topics including preservation and disaster response." (from the ALA eStore: Product Description page)

This is a step-by-step guide and three sections specifically address Disaster Recovery. They are entitled: "Section 2. Recovery; or, Resumption of Normal Operations", "Section 4. Planning and "Section" and 5. "Response and Recovery Procedures". This book contains checklists, forms, contracts for vendors and supplies and a bibliography. Because she is a specialist in disaster response I would also include some of her other publications as authoritative sources for this topic. Miriam Kahn has many current books published for specific recovery problems including:

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Kahn, Miriam. *Protecting your library's digital sources: the essential guide to planning and preservation*. Chicago: American Library Association, 2004.

Kahn, Miriam. *First Steps for handling & drying water-damaged materials*. Columbus:MBK Consulting, 1994.

Kahn, Miriam. *Disaster Response and Prevention for computers and data*. Columbus:MBK Consulting, 1994.

9. Wellheiser, Johanna, Jude Scott. *An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Records*. 2nd ed. Lanham: Rowman and Littlefield, 2002.

This volume "is a revised, expanded and updated edition of the original 1985 award-winning manual that was edited by Johanna Wellheiser, Conservator, Metropolitan Toronto Library Board, and John Barton, Head Conservator, Archives of Ontario. Johanna Wellheiser is the manager of Prevention and Digitization Services Department at Toronto Public Library. She co-edited the first edition of *An Ounce of Prevention*, winner of the Society of American Archivists' Gifford Leland Award. Jude Scott is a writer and researcher specializing in projects for the Canadian heritage and cultural sectors. The 1985 edition was a publishing success, its editors receiving the Waldo Gifford Leland Award, offered by the Society of American Archivists, for outstanding contribution in the field of archival practice.

The manual was considered a 'comprehensive, unpretentious and superbly organized coverage of a subject of wide interest', a 'contribution to the professional literature', and 'easy to use'. This edition was completely sold out by 1990. Requests have continued for it, among others from the Getty Conservation Institute to include extracts from it in their disaster training course material, and there have been appeals for an updated revision. There have also been, in recent years, significant technological advancements in the nature of record documentation and in approaches to disaster contingency planning that makes such a revision essential." (As reviewed by The Canadian Archives Foundation <http://www.caf-fca.ca/ounce.html>)

10. *Flood Recovery Booklet*. Comps. Nancy Kraft, Catherine Larson and Elizabeth M. Sampson. 3rd ed. U of Iowa Libraries, 2005. 10 Dec. 2005. <http://www.neirls.org/flood_recovery/verso.html>

This document includes information from Solinet, The National Park Service, Northeast Document Conservation Center and the "Salvage At A Glance" by Betty Walsh. It leads you through the basic steps to protecting your home or structure and yourself, then into preservation suggestions. From the Minnesota Historical Society there are sections on recovery steps for "Paintings on Canvas", "Blueprints", "Wood", "Inorganics: Ceramics, Glass, Metals, Stone (Decorative/Historic)", "Magnetic Media: Computer Diskettes" (this is being revised so there is the idea it is being updated for accurate information), Microfilm and Motion Picture Film, Microfiche and Microfiche.

The next section covers Textiles with information from the Federation of Historical Services (FHS) which "is a non-profit, regional agency which serves museums and historical organizations throughout the upper Hudson, Champlain and Mohawk Valleys in New York State, as well as western Massachusetts, Vermont and Connecticut. Its services include

workshops, on-site and telephone technical assistance, and publications." The article is written by Kathy Francis, Chief Conservator of the Textile Conservation Center and there is a high level of authority overall in the assembled information sources. Of special help to others in this document which can be printed from the hyperlink is the list of Regional Facilities and contact information.

11. Fortson, Judith. *Disaster Planning and Recovery: a How-to-Do-It Manual for Librarians and Archivists*. New York: Neal-Schuman, 1992.

This volume focuses on the prevention of, and recovery from, disaster events affecting library and archival materials. As she states in her Introduction, "It is hoped that the activities centering on disaster planning and preparedness may provide a corresponding impetus for the introduction of a general preservation awareness in those situations where it may not have existed before, for administrators as well as staff members."

She has put an effective bibliography together with helpful Appendices, and it might be beneficial for every library or archive to own this volume. From her perspective as Head Librarian at the Hoover Institution of Stanford University, her organization of the disaster areas and recovery procedures is useful for general purposes. She follows a "logical sequence in the steps of recovery" in Chapter 4 RECOVERY with an emphasis on water-damaged materials (including a flow chart for treatment Figure 4-1, p. 61). This book is good at offering an outline to help facilitate useful activities in a timely manner following most significant categories of disasters to collections.

12., 13 & 14. National Park Service. *Museum Handbook, Part I*. Washington, DC, 2000. Museum Collection Web Edition. 10 Dec. 2005 <<http://www.cr.nps.gov/museum/publications/MHI/mushbkl.html>>

A benefit from experience offered by the NPS, is that in the protection of our cultural heritage they have had to develop plans that concern a wide range of materials and facilities. In reference to: "Conserve O Gram". 21.9 (September 2005) entitled "Be Prepared: Develop a Museum Emergency Operations Plan" they stress again this plan should be made 'to ensure an effective response to all types of emergencies that can be reasonably anticipated.' In this volume Chapter 10 on "Emergency Planning" contains tips on organizing staff and an effective "First 48 hours Emergency Response Checklist".

One of the essential points in disaster response is the prioritization of museum collections for salvage. The NPS (using again Betty Walsh for information) also has the Conserve O Gram series published as a reference on collections management and curatorial issues. They are online and contain brief and consolidated resource lists.

<http://www.cr.nps.gov/museum/publications/conservoogram/cons_toc.html> specifically

National Park Service. "Salvage of Water-Damaged Collections, Part I: Salvage at a Glance - Non-paper-based Archival Collections." *Conserve O Gram* 21/3 (2002).

National Park Service. "Salvage of Water-Damaged Collections, Part II: Salvage at a Glance - Non-paper-based Archival Collections." *Conserve O Gram* 21/3 (2002).

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15. England, Claire, and Karen Evans. *Disaster Management for Libraries: Planning and Process*. Ottawa: Canadian Library Association, 1988.

This book was prepared by Claire England who was "Faculty of Library and Information Science, University of Toronto" and Karen Evan, "General Synod Archives, Anglican Church of Canada" with the advice of conservators at the Ontario Archives, the University of Toronto and the Canadian Conservation Institute. Although it is an older source of information, they state "this book is intended to help design that optimum response by reviewing elements of disaster planning and by providing information on this reaction and recovery process that can be included in any library's preservation survey, procedural handbook or disaster plan".

The authors go into some of the details involved in dealing with disasters and work through in an academic approach to related concepts; covering the scale of disasters from technical and management to insurance and safety problems, then looking at the complete picture in a easily read collection of ideas and sources. It is interesting how easily disasters cross international boundaries, shared concerns in similar circumstances can be compared and process information noted for useful procedures.

16. "Library Disasters", Ed. Kristi Austin, *The Idaho Librarian* 55.3 (2004). 10 Dec. 2005 <<http://www.idaholibraries.org/newidaholibrarian/200402/contentsA.htm>>

Some of the articles in this volume regarding disaster response include "Courting Disaster: Libraries, Water Damage, and the Need for a Plan" by Kristi Austin, "Postdiluvian Wisdom: What We Learned from Nampa's Flood" by Ryan Witt, "Payette Public Library's Leaking Roof" by Janet Moore, "Books and Water Don't Mix: Falling Water at ISU" by Karen Kearns, "Making a Claim: Disaster Follow-up at the Oboler Library" by Leonard Hitchcock, which has tips about insurance follow-up and "The Fire at Burley Public Library" by Julie Woodford. The articles put a realistic face on disaster events, hold helpful information and provide succinct bibliographies at the end. The feature article by Randy Silverman, Preservation Librarian, Marriot University of Utah, "The Day the Universe Changed" leads you through the first days following "the largest water-related library disaster in U.S. history" which happened July 28, 1997 at Colorado State University's (CSU) Morgan Library in Fort Collins, Colorado. The recovery process and lessons learned are good information and the pictures compelling. There are technical notes that relate to water-damaged paper based collections that are current and well-researched in this issue.

17. Ruzicka, Glen. *Disaster Recovery Salvaging Books*. Philadelphia, 2002. Conservation Center for Art and Historic Artifacts (CCAHA). 25 Nov. 2005 <http://www.ccaha.org/tech_bulletins.php>

This is one of the Technical Bulletins offered online from The Conservation Center for Art and Historic Artifacts which is a non-profit conservation laboratory serving cultural, educational and research institutes and other groups. This bulletin was written by the Director of Conservation and CCAHA also specializes in the treatment of paper-related artifacts including books, art and photographs. They publish an excellent piece on managing mold. These publications are available in print also.

Because these folks know all about conservation treatments they also offer consultation services to develop planning for both short-term and long-range preservation for institutions. They hold educational programs, workshops, seminars and conferences for staff training. They also are available to assist in on-site emergency assistance or offer referrals to other services in disaster recovery. A listing of their materials services includes works of art on paper, photographs, manuscripts, books, maps, architectural drawings, prints historic wallpaper, papyrus and parchment.

18. *RAP-ARCC Bibliography*. 25 Jun. 2002. Regional Alliance for Preservation (RAP). 10 Dec. 2005 <<http://www.rap-arcc.org/bibliography/rapbib.htm>>

I like the organization of this resource for collections care. It also has notes on how to purchase or hyperlink to online mentioned materials. I could not find the author of the bibliography or Web site, perhaps because "as a collaborative umbrella organization, RAP does not maintain its own headquarters or staff." ("webmaster") but the categories are comprehensive for materials from Archeological, Audiovisual, Books and Furniture to Natural History items. "The Regional Alliance for Preservation (RAP) began in February 1997 as a pilot project of the Commission on Preservation and Access (Washington, DC) to foster cooperation among the Preservation Field Service programs funded by the National Endowment for the Humanities.

When pilot-project funding ended in February 1998, participants decided to continue RAP as a cooperative program, and in October of that year, the alliance expanded to include members of the Association of Regional Conservation Centers (ARCC). Initial funding enabled RAP to begin publishing an occasional newsletter. The Institute for Museum and Library Services has funded the development of this Web site. RAP now totals 14 organizations (check the map of their site location) located throughout the United States. RAP serves as an allied force to assist a wide variety of cultural institutions with collections care activities."

19. American Institute for Conservation of Historic and Artistic Works. *Disaster Response and Recovery*. Stanford U. 25 Nov. 2005 <<http://aic.stanford.edu/library/online/disaster/index.html>>

AIC is the national membership organization of conservation professionals that advances the practice and promotes the importance of the preservation of cultural property. One of it's specific purpose is to "advance knowledge by encouraging education, study, and research of all subjects related to the preservation of cultural property; promote proficiency and skill in the practice of conservation; provide opportunities for continuing professional education; publish and disseminate technical and professional information; and improve conservation approaches and methods needed to protect, conserve, and care for cultural property." This is a good page to find further information and obtain articles on different topics that include setting up a Regional Disaster Planning Network to packing a Freezer Trailer. You can also follow a link to their searchable Library if you go to the Home page.

20. SOLINET Preservation Services. "The Invasion of the Giant Spore." SOLINET Preservation Leaflet. Atlanta: SOLINET, Jan. 1997. 14 Nov. 2005 <<http://www.solinet.net/emplibfile/moldnew.pdf>>

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As mold is a persistent and debilitating problem following most water related disasters, this article walks you through some of the steps for helping with the problem. If you take the time to explore this Web site (<http://www.solinet.net>) has many interesting pages for help in disaster recovery including separate pages for "Disaster Preparedness and Recovery", "Disaster Recovery Services and Supplies", a "Disaster Prevention and Protection Checklist", and a remarkable "Disaster Preparedness and Recovery: Selected Bibliography."

"SOLINET -the Southeastern Library Network, Inc., is a not-for-profit library cooperative serving the Southeastern United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia) and the Caribbean. A membership network of libraries and other information organizations, SOLINET works in collaboration with many partners, from local to international, to provide leadership for cooperative action, improve access to information, and enable members to effectively anticipate and address the region's needs for education, economic development, and improved quality of life. It is the largest regional library network in the United States."

21. Lewis, Steven. *Disaster Recovery Yellow Pages*. ARMA International, 2005. 10 Dec. 2005 <<http://www.arma.org/bookstore/productdetail.cfm?ProductID=1025>>

I was unable to view a copy of this (now in its 8th edition) personally and the cost of it would seem restrictive for smaller institutions. I did view a copy of the Table of Contents and if you need specific recovery resource contacts, the sections are "Section I-Services with "Clean-Up and Restoration", "Computer Repair Specialists", "Consulting Services" and "Data Recovery" with a detailed list of other topics including "Salvage Specialists & Buyers". The second Section is titled "Hotsites, Warmsites, Coldsites, Mobile Buildings & Teller Facilities" useful in setting up on or off-site temporary facilities.

Section III includes "Disaster Prevention & Recovery Equipment, New, Used, Rental" and Section IV "Software for Planning, Analysis, Data Recovery with Section V "Associations, Films, Materials, Publications, Supplies, Training, Misc.". The reviews available on the book through EBSCOhost were positive in their evaluation of it's merit. This may be a resource that you would want to locate inside your state (perhaps in a local Corporate Office) and then have a contact to the owner so that you could collaborate on the use of the information available in this book, in a cost effective manner.

Helpful Links

Disaster recovery for public records custodians, archives and libraries
<http://dlis.dos.state.fl.us/disasterrecovery/>

Library Disaster Plan template
http://calpreservation.org/disasters/generic/plan_toc.html

Disaster Preparedness for Records Managers: Toolkit
<http://www.archives.gov/rocky-mountain/records-mgmt/toolkits/disaster-planning.pdf>

State coordinator attends workshop for emergency preparedness
<http://www-wsl.state.wy.us/sjpub/outrider/2001/april/people/>

Disaster Recovery Manual
<http://www.library.ubc.ca/facility/Disman2.pdf>
Regional Alliance for Preservation
<http://www.rap-arcc.org/welcome/rsite.htm>

ICOM Activities for the Protection of Museums in Emergency Situations
http://icom.museum/pdf/E_news2005/p4_2005-2.pdf

Disaster Relief for the Museums (DRFM) ICOM Initiative & Museums Emergency Programme (MEP) Information links
<http://icom.museum/>

MEP on line bibliography (Conservation>Research Resources>Project Bibliographies>MEP: extensive list with multilingual & international titles)
<http://gcibibs.getty.edu/asp/>

Science Museum of Minnesota Buzz Blog- ERBUS Water Purification Invention
http://www.smm.org/buzz/blog/better_emergency_response

United States Department of Agriculture Disaster Resource Link and Information
<http://www.nal.usda.gov/fnic/etext/disaster.htm>

National Disaster Education Coalition with information for public safety
<http://www.disastereducation.org/guide.html>

U.S. National Archives and Records Administration
<http://www.archives.gov/preservation/disaster-response/guidelines.html>

American Association of Museums, Hurricane Recovery Information
<http://www.aam-us.org/aamlatest/news/hurricane.cfm>

American Institute of Architects, Hurricane Katrina Response
<http://www.aia.org>

Corporation for Public Broadcasting, Emergency Grants for Public Broadcast Stations, <http://www.cpb.org/pressroom/release.php?prn=483>

Federal Emergency Management Agency, List of Organizations Accepting Donations and Volunteers
<http://www.fema.gov/press/2005/katrinadonations.shtm>
Northeast Document Conservation Center, Hurricane Recovery, <http://www.nedcc.org/news/hurricane.htm>

Regional Alliance for Preservation, Hurricane Recovery
<http://www.rap-arcc.org/whatsnew/hurricane.htm>

SOLINET, Recovery Information & Services for Hurricane Victims, http://www.solinet.net/whatsnew/whatsnew.cfm?doc_id=3756

Red Cross Disaster Preparedness Materials
http://www.redcross.org/services/disaster/0,1082,0_3_00.html

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Disaster Salvage and Response: An Special Issue of The Western Association for Arts Conservation Newsletter (until 1/15/06 with excellent consolidated technical information)
<http://palimpsest.stanford.edu/waac/tti/>

PORTALS- Portland Area Library System Disaster Recovery Information Links <http://www.portals.org/members/disasterlinks.shtml>

Conservation Center for Art and Historic Artifacts (a download of Mid-Atlantic Resource Guide for Disaster Preparedness) and <http://www.ccaha.org/> (printable "Technical Bulletins")
http://www.ccaha.org/emergency_resource.php

Western Museums Association
<http://www.westmuse.org/hurricane%20relief.html>

Texas Library Association Update and Library Status Information
<http://www.txla.org/>

Northern States Conservation Center with training and Collection Care Information
<http://www.collectioncare.org/>

Office of the Secretary of State Division of Archives and Records Management. Essential Records Manual

Appendices

Appendix C: Records Disaster Response & Recovery Procedures & Treatments
http://www.secstate.wa.gov/archives/doc/Appendix_C.doc

Appendix D: Recovery Supplies and Services Templates and Information
http://www.secstate.wa.gov/archives/doc/Appendix_D_sf.doc

Appendix E: Media Types and Methods of Recovery
http://www.secstate.wa.gov/archives/doc/Appendix_E_sf.doc

American Library Association- Hurricane Katrina
<http://www.ala.org/katrina>

National Trust for Historic Preservation
<http://www.nationaltrust.org/hurricane/index.html>

Institute of Museum and Library Services
<http://www.imls.gov/whatsnew/current/091505.htm>

U. S. National Library of Medicine (NIH) Environmental Health & Toxicology
<http://sis.nlm.nih.gov/enviro/hurricane.html>

American Institute for Conservation of Historic & Artistic Works
Disaster Response & Recovery
<http://aic.stanford.edu/library/online/disaster/index.html>

National Center for Post Traumatic Stress Disorder (Natural Disasters Page)
<http://www.ncptsd.va.gov/>

Mississippi Museum Fund Post-Katrina Fundraising Information
<http://www.msmf.org/>
National Conference on Cultural Property Protection (2/27 to 3/1, 2006)
<http://natconf.si.edu/>

WebJunction Newsletter: Crossroads (Oct. 2005) Disaster Planning & Recovery for Libraries
<http://webjunction.org/do/Navigation?category=11540>

SAFE/Saving Antiquities For Everyone
<http://www.savingantiquities.org/k-safe-resources.htm>

MEDLINE PLUS- Disaster Preparation and Recovery
<http://www.nlm.nih.gov/medlineplus/disasterpreparationandrecovery.html>

And in memory of the unforgettable Douglas Adams (loosely paraphrased from *The Hitchhiker's Guide to the galaxy*), remember that the first rule is "don't panic or forget to bring a towel! "A towel is about the most massively useful thing an interstellar hitchhiker can have."

This article can be found online at: http://www.geocities.com/toadkiss_2000/FinalProject/a.html ☒

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