

Special Collections Disaster Mitigation Plan

Provision should be made for a Special Collections Mitigation Plan as part of the Libraries Disaster Plan. Special Collections is located in the east wing ground floor of the Main Library. That location puts the collection at risk for water damage from both flooding and ceiling leaks. The following plans offer steps to help mitigate the loss of Special Collections' most valuable items.

Scenarios

1. Water from above. The canopy tops will help to mitigate damage, covering with plastic sheeting may be necessary to fully protect. Rolled plastic sheeting is kept in a box next to the disaster barrel.

Steps to take: Locate source of water and stop it. Begin using dehumidifiers in area of leak. Plan to check and empty dehumidifiers regularly. Place a digital humidity gauge in the area to monitor humidity. Air circulation inside plastic sheeting may be advisable. Monitor this closely and as soon as dripping stops, remove the plastic sheeting from the stacks so that moisture is not trapped.

2. Flooding---non-contaminated water. Stop water from flowing by using portable dams "gator tails", which are kept in the Disaster Barrel. Find the source of incoming water. Run wet-dry vacuum to remove standing water. Begin using dehumidifiers in this area. Plan to check and empty dehumidifiers regularly. Place a digital humidity gauge in the area to monitor humidity. Should water pose a risk to vault, remove most valuable items to Technical Services Special Collections Store Room on 1 west or Peter Berg's office on 1 east.

3. Flooding---contaminated water. Immediately remove identified valuable items from vault, manuscripts and comic collections to Technical Services Special Collections Store Room on 1 west or Peter Berg's office on 1 east.

4. If flooding is imminent, ALL vault materials need to be removed. Octavo books must be boxed for removal on book trucks; folios and oversize materials may be placed on book trucks for removal. If elevators are accessible then the exit nearest the vault may be used to transport items to 1 east. If elevators are not accessible: Exit Special Collections' non-public south back door to the east wing stairwell with loaded book trucks. Human relay teams of 20 people should take boxes and individual items up the stairs to either waiting book trucks or to the tables on 1 east. Arrange for police security on first floor. Library should be closed due to emergency conditions.

Tasks

Box making: using precut archival boxes stored in Special Collections

Truck teams-of 2 people working together placing oversize books on trucks for removal to east wing.

Relay teams-form chain up stairs to lift books to first floor storage

Vault emergency squad (Special Collections staff and Disaster Recovery Team) will be identified and assembled annually to be instructed on duties and given tour of the vault.

Dedicate 1 east wing elevator to bring trucks down to Special Collections' rear door.
Dedicate 1 east wing elevator to bring trucks up to first floor for storage.

Priorities: it is possible for the first 3 priorities to occur simultaneously. After they are completed then begin work on number 4.

1. Remove all books from vault.
2. Remove comic art collection. (PN-art call numbers)
3. Remove all manuscripts.
4. Remove Radicalism and Nye collections bottom 3 shelves. With 3 openings there can be up to six teams working at opposite ends of the ranges working to the middle.
5. Remove Rare collection bottom 3 shelves. With one opening there can be two teams working from opposite ends of the ranges. Priorities in Rare include: Cookery, Modern American Literature, British Literature.
6. Remove Folio collection bottom 2 shelves taking bottom shelf to trucks and second to bottom shelf to open space on top two shelves. With two openings there can be four teams working from opposite ends.
7. Remove German Criminology Collection
8. Vertical Files-arrange for Physical Plant personnel to remove all PCVF, ARVF and CMVF files. Take out through Reading Room door and over to west wing elevator to first floor.