PUTTING OUT FIRES AND SUCKING UP THE WATER

Harrison Wick – *Indiana University of Pennsylvania*
Dyani Feige – *Conservation Center for Art & Historic Artifacts*
Carla Montori – *University of Maryland*
Kayla Van Osten – *Widener University*
Jill Borin – *Widener University*

Preparing for Disasters: Big and Small (and they will happen)

Dr. Harrison Wick

Special Collections Librarian and University Archivist

Indiana University of Pennsylvania

Indiana, Pennsylvania

IUP

Where to Start?

Knox Mine Disaster (1959) Fort Griffith, Pennsylvania
Courtesy of the Luzerne County Historical Society

- Collect Background Information
- Collection Assessment Survey(s)
- Library / Building Infrastructure Concerns
- Collaboration (buy-in)
- Logistics: moving mountains
- Disaster Response Manual and Kit(s)
- Assessment and Revaluation

Building a Disaster Response Manual

- Know the experts … CCAHA
- Be involved … Alliance for Response (AFR)
- Versions: In-house and/or Public
- Format: Paper vs. Electronic
- Keep track of your experiences
- Who should be included (contact information)?
- What information are you going to need and is it relevant?
- Keep it accurate and up-to-date

- What do you need to include?
- How many kits are needed in your building(s)?
- Who is going to pay for the supplies?
- What are the kits going to look like?
- What existing building equipment can be used?

Creating Disaster Response Kit(s)

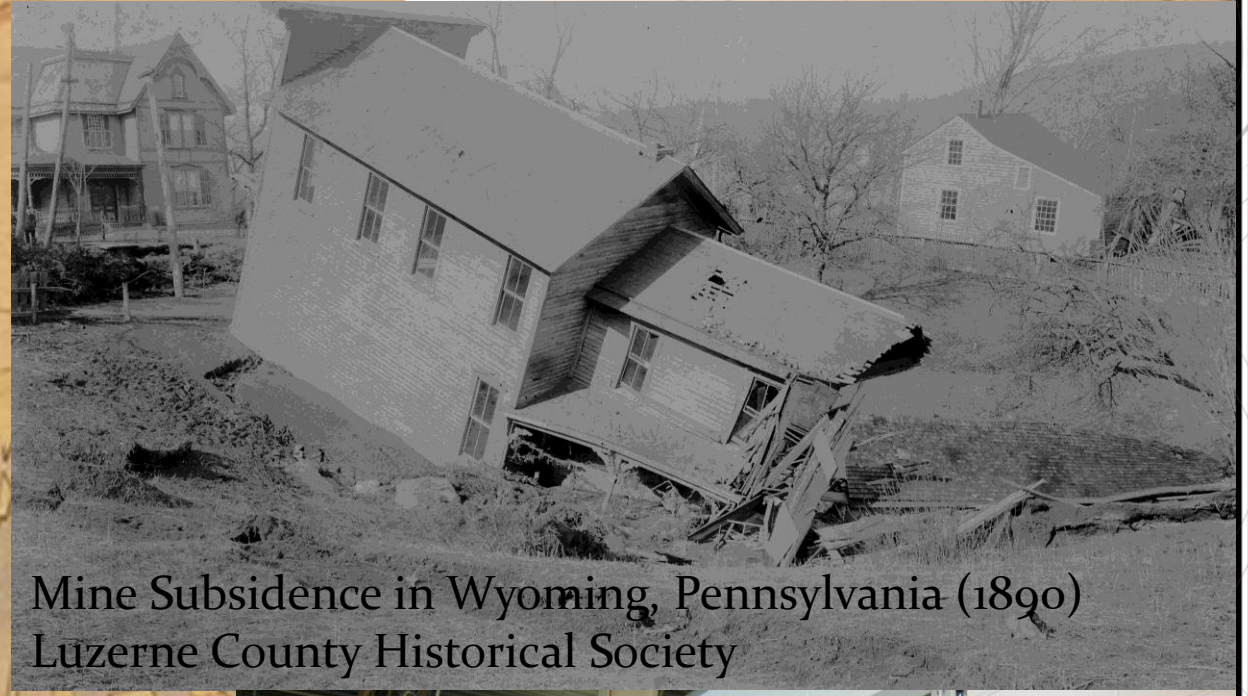
Disasters encountered … big and small

- Mold – persistent odors – new/old leaks – pre-existing water damage
- Equipment purchased – grants
- Established collections – recent/potential donations
- Pros and Cons of off-site Storage

Preventative Measures

- Pre-installed tarps
- Water sensors
- Watch for early warnings
- Know your strengths and weaknesses
- Damaged Book Procedures

Some Perspective



Mine Subsidence in Wyoming, Pennsylvania (1890)
Luzerne County Historical Society

Manuscript Group 51: R&P Coal Company Records

Horror Stories along the way – what have you uncovered, discovered, or experienced in your collection storage?

Thank you!

Harrison Wick

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724-357-6246

Manuscript Group 139 Denise Weber Coal Mining Collection
The Three Sisters, Vintondale, Pennsylvania

Ensuring an Emergency Plan is the Right Fit

DYANI FEIGE

CONSERVATION CENTER FOR ART & HISTORIC ARTIFACTS

NOVEMBER 8, 2019

Conservation Center for Art & Historic Artifacts (CCAHA)

- 10,500 square foot facility

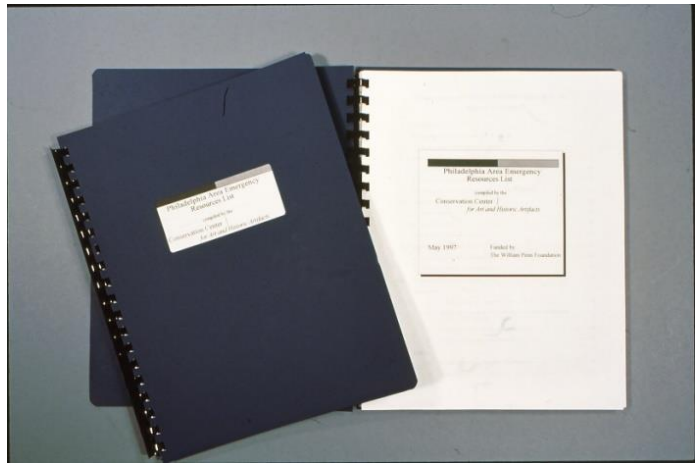
- Staff of 33 includes conservators and technicians; preservation services staff; marketing, development, and administrative staff; and post-graduate fellows

CCAHA disaster assistance

Emergency preparedness workshops

Emergency preparedness and response publications

- Emergency Resource Guide
- Disaster Recovery Preservation Resources
  - Salvaging Books
  - Salvaging Art on Paper
  - Salvaging Photograph Collections
  - Freezing and Drying Techniques
  - Managing a Mold Invasion
- Non-circulating reference library



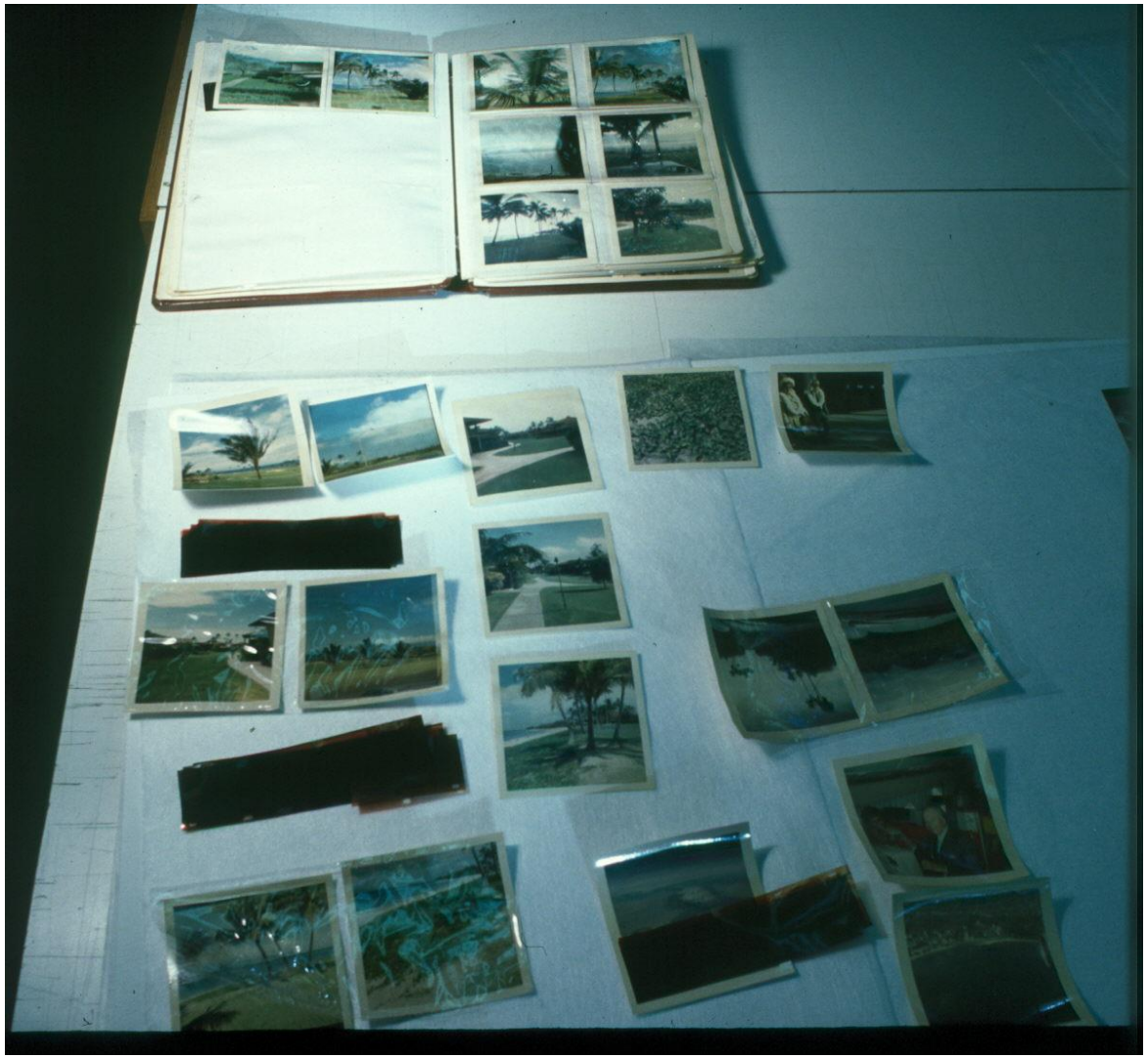
In the event of an emergency …

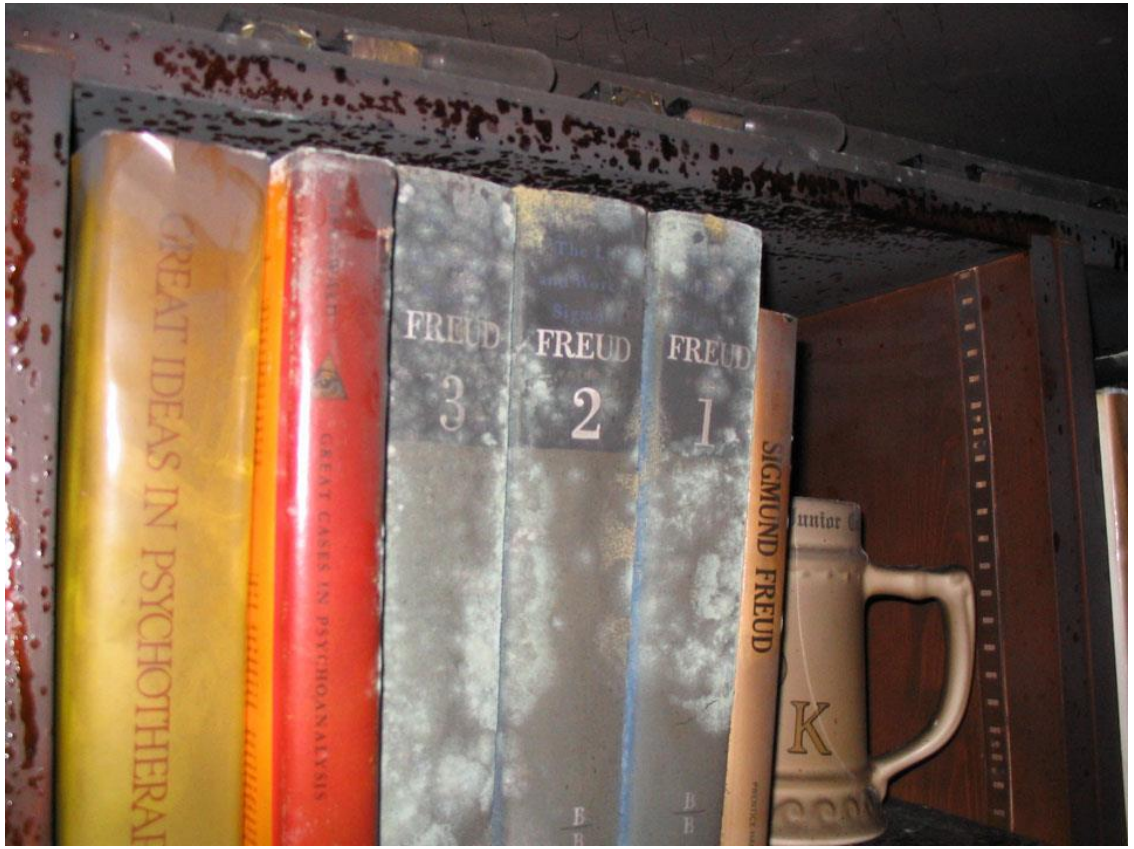
- 24-hour phone line
- CCAHA conservators on-site
- Coordinate contact with appropriate experts
- Free phone advice

CCAHA emergency supplies

- Crash cart

- Freezer




GREAT IDEAS IN PSYCHOTHERAP
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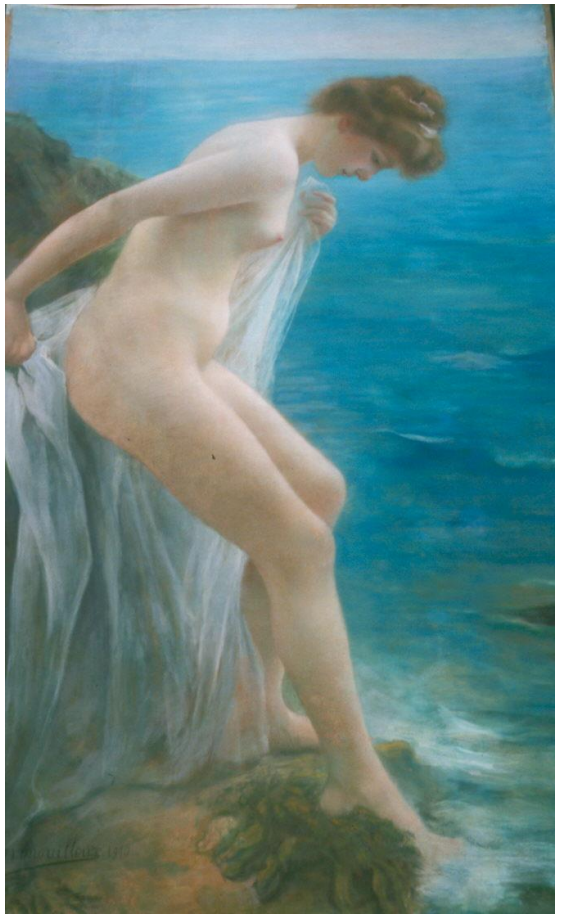

Most frequently ineffective aspects of an emergency plan

- Communications
- Proactivity
- Governance
- Practice/Training

In order to be effective, the plan must …

- Embody a clear organization
- Identify roles and responsibilities
- Clearly define the communication policy and mechanics
- Be a proactive living document
- Delineate the governance policies for all emergency participants
- Include collaboration of all who implement and interact with the plan
- Define the test and scenarios
- Define metrics for the measurement of success
- Define annual testing schedule involving all participants
- Define strategy to return to normal
- Include funding and participation by all stakeholders

When should the plan be updated?

Annually and …

- After an emergency or disaster
- Major staff changes
- Building changes, major renovations
- Major collection changes
- HVAC system changes
- Regional changes
- Neighbor changes
- Professional standards change, or new professional standards are recognized
- New programs or activities that raise new issues
- Mutual aid agreement or vendor changes

Emergency Event Debriefing

Information Gathering

Assessment of Response

- Were all phases of the event handled in a timely manner?
- Were communications adequate throughout the event?
- Was the response well organized?
- Were staff resources adequate?
- Were emergency supplies adequate?
- Was there any confusion during any phase?
- What problems arose that were not adequately dealt with?
- How can the plan and response be refined to function better?

The Human Factor

Test/Training Debriefing

- Allow team members to evaluate the drill and identify what went well
- Identify any gaps in the plan
- Identify any additional needs for training
- Discuss psychological impact drill had on participants

Risk/Vulnerability Assessments

Should be directly incorporated in emergency plan – summary, entire assessment as appendix, etc.

Doing an updated risk assessment can be the first step in evaluating and updating the plan.

Go over plan with risk assessment side by side.

- Is everything still accurate?
- Is anything missing?
- Are the appropriate factors emphasized?

Emergency Event History Log

Emergency Event	Example
• Type of event • Cause • Resulting damage • When it happened • Duration	• March 2012, water leak • Leaky roof in NE corner of building • 3 boxes of collections slightly damp • Noticed with in 12 hours and collections air dried

Updates

- A mechanism for updates should be built into the plan itself
- Use checklists
- Solicit feedback and update suggestions from staff at all levels
- Instill importance of updates to highest governing body (board, trustees, etc.)
- Be constructive and actually update the plan – don’t just identify gaps

Sometimes it’s an emergency.

Sometimes, it’s not.

Carla Q. Montori

University of Maryland Libraries

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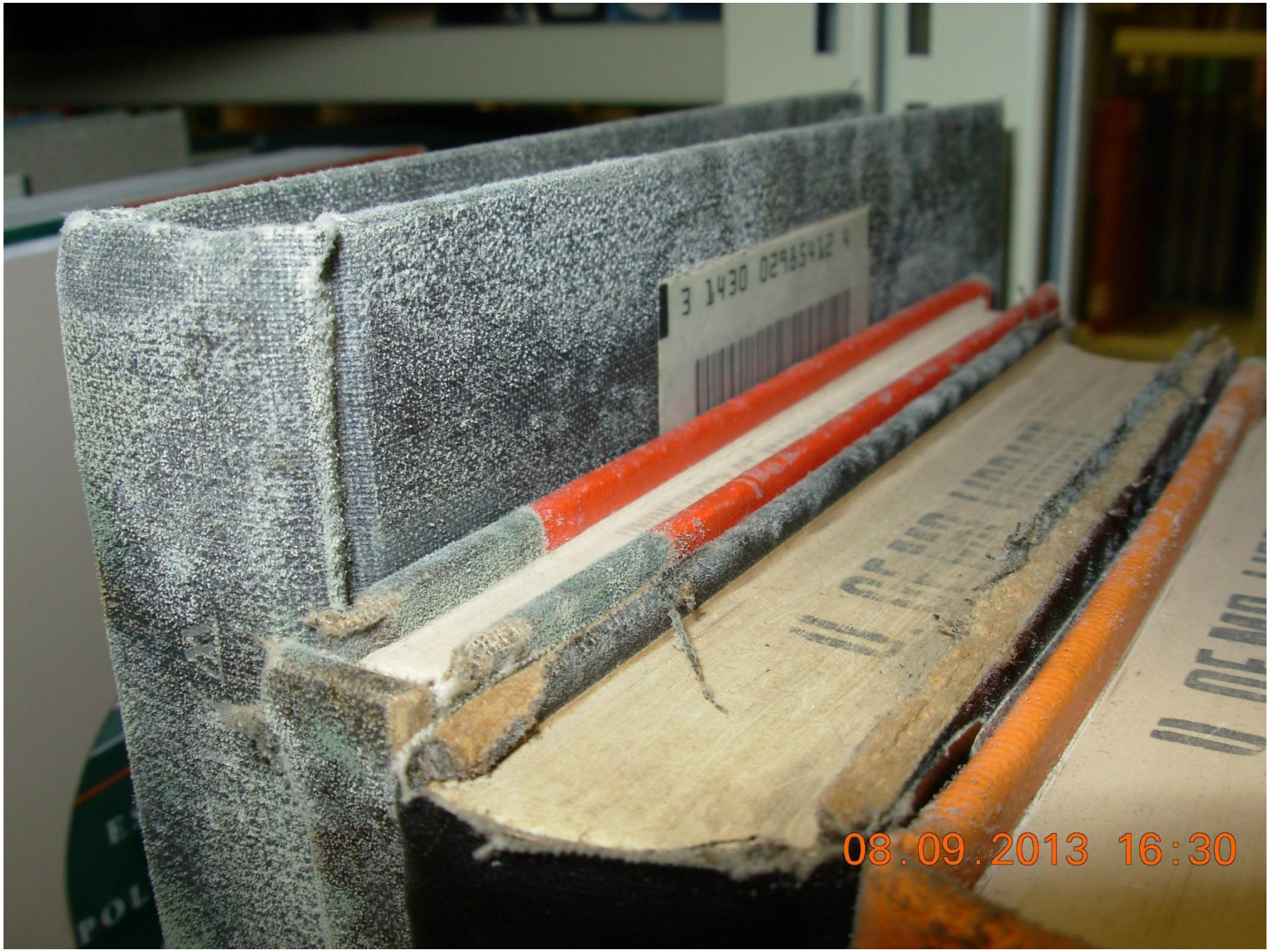
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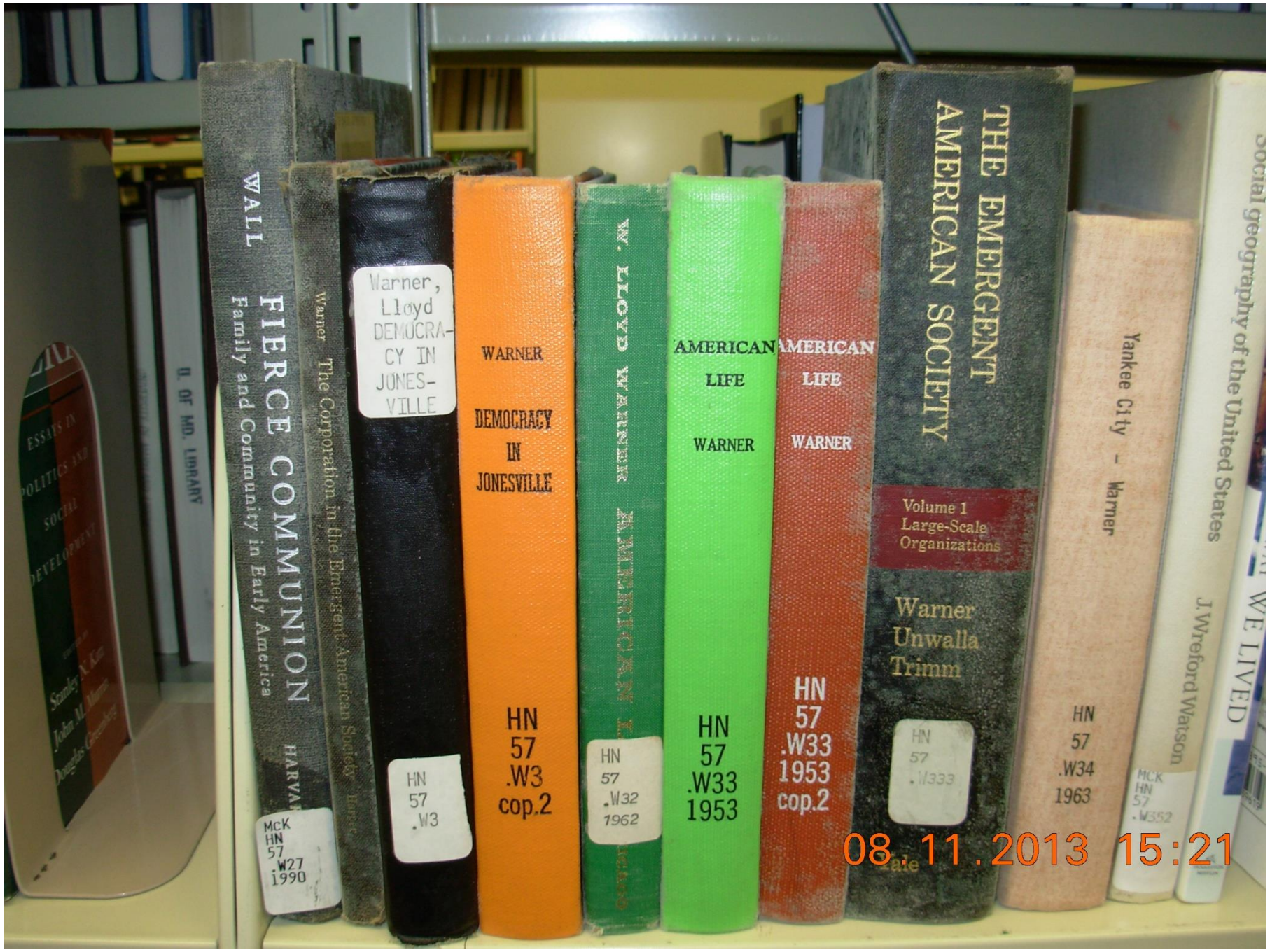
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THE PUBLIC PLACE
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LA CALLE
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AFTER THE FACTORY
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LIVERPOOL
the rebirth of liverpool
the eldonian way
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Mark Clapson
JAMES HOLSTON
THE MODERNIST CITY
City, capital and water
Edited by Pauline Pulsine
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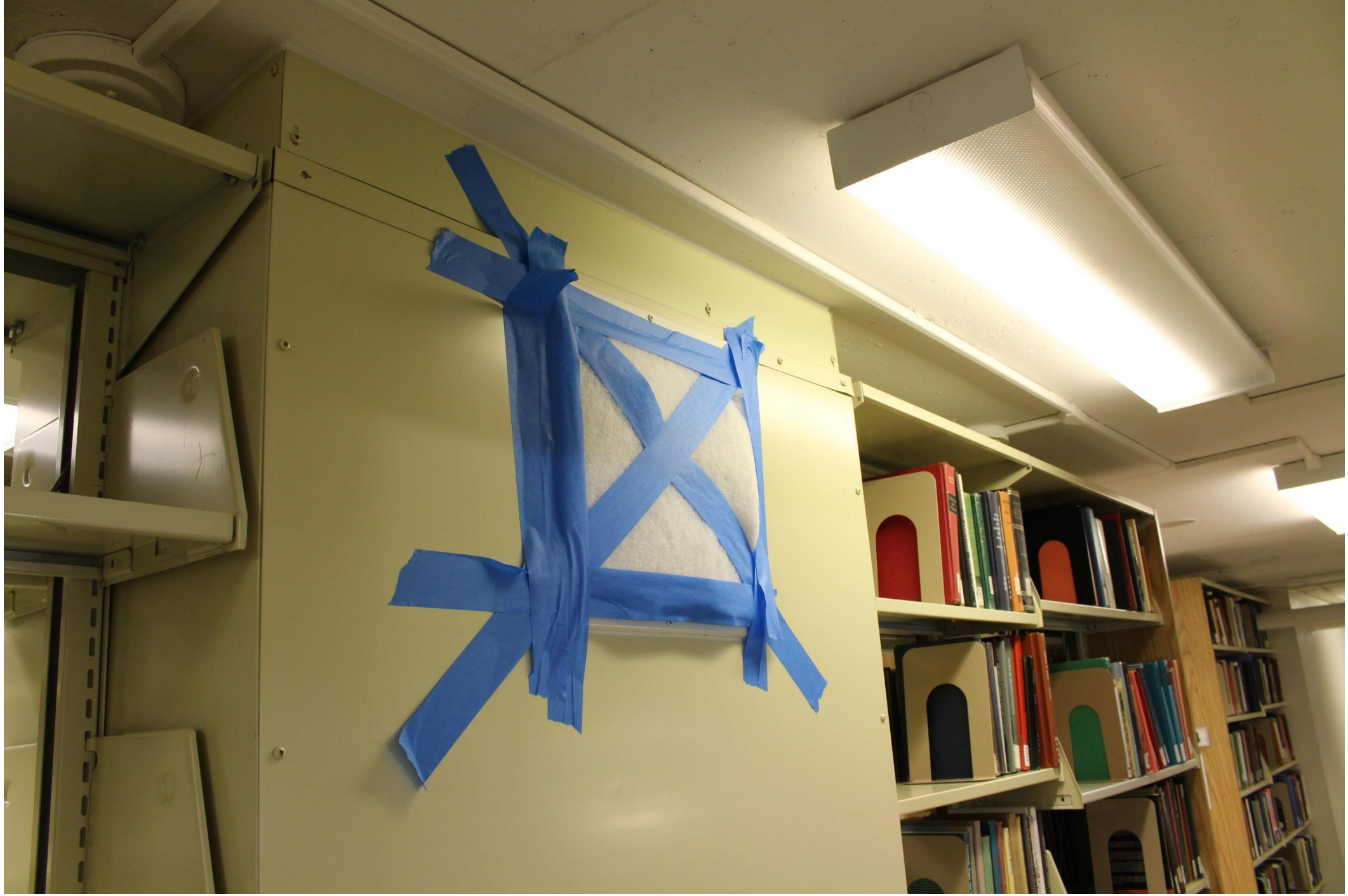

EXIT

EXIT

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Marketing in the Cyber Age
Digitarketing
Behavioral Marketing
FLUX
Marketing Management
Marketing Science
Total Quality Marketing
Marketing Channels
Multichannel Marketing
Marketing Strategy
Strategic Marketing Management
Market Driven Management
INTEGRAL MARKETING
OUT OF THE BOX MARKETING
Marketing Channel Management
Marketing Channel Development and Management
DISTRIBUTION CHANNELS
Customer Service Logic
THE LURE
THE NATURE OF WORK
SOCIAL MEDIA ANALYTICS
The PIMS Principles
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HQ 36 .K55 1970
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Mold: The Archivist's Worst Nightmare

Jill Borin & Kayla Van Osten
Widener University

MARAC Fall 2019

Cambridge, Maryland

Mold Discovery

Archives storage room located on the ground floor.

Bound copies of newspapers developed mold.

Mold was discovered in other areas on this floor.

Concrete building built in 1970 with poor air flow. Airducts had never been cleaned.

The University had a mold mitigation team come in to clean room.

Assessment – More Mold 😫😫😫

Spot checking boxes revealed more mold on bound books, leather materials, wood, and binders. Even after the initial spot checking, more mold was found several weeks later.

We found that most of these items were stored in non-treated storage carton boxes with holes for handles (around 100).

Determined mold mitigation team needed to clean again.

Assessing Moldy Items

Step 1

- We quarantined the moldy items in sealed plastic tubs.
- We reviewed the items to determine
  a) If the items were of archival value
  b) If the item could be discarded

Step 2

Of the items we kept:

- Cleaned some artifacts (trophies, medals).
- Ordered new copies of books.
- Removed moldy casings (binders/picture frames) but kept paper/photo content.

Boxes, Boxes and More Boxes

- Decided to replace non-treated boxes with DuraCoat™ boxes.
- Decided to move paper materials from large carton boxes into several smaller DuraCoat™ flip-top document cases. (Approximated 3 flip-top boxes = 1 large carton box.)
- Miscalculated amount and had to place 2 orders.

Rehousing Items

- Identified boxes we wanted to transfer to smaller boxes.
- Utilized student assistant to help lift heavy boxes and transfer papers.
- Kept very detailed notes on box numbers and how many additional records would need to be created in the catalog.
- Temporarily labeled each new box with box number on sticky notes.
- Lots of shifting!
- Moved sensitive materials to upstairs storage area.

Finished…Or Not

- The 2nd mold mitigation team recommended removing the carpet in the room.
- In the process of labeling the boxes (sticky notes everywhere), we were told the carpet would be removed ASAP, which led us to creating and printing permanent labels quickly.
- Created document for maintenance team with detailed photos and instructions.
- Moving team boxed the boxes and moved them to another room.

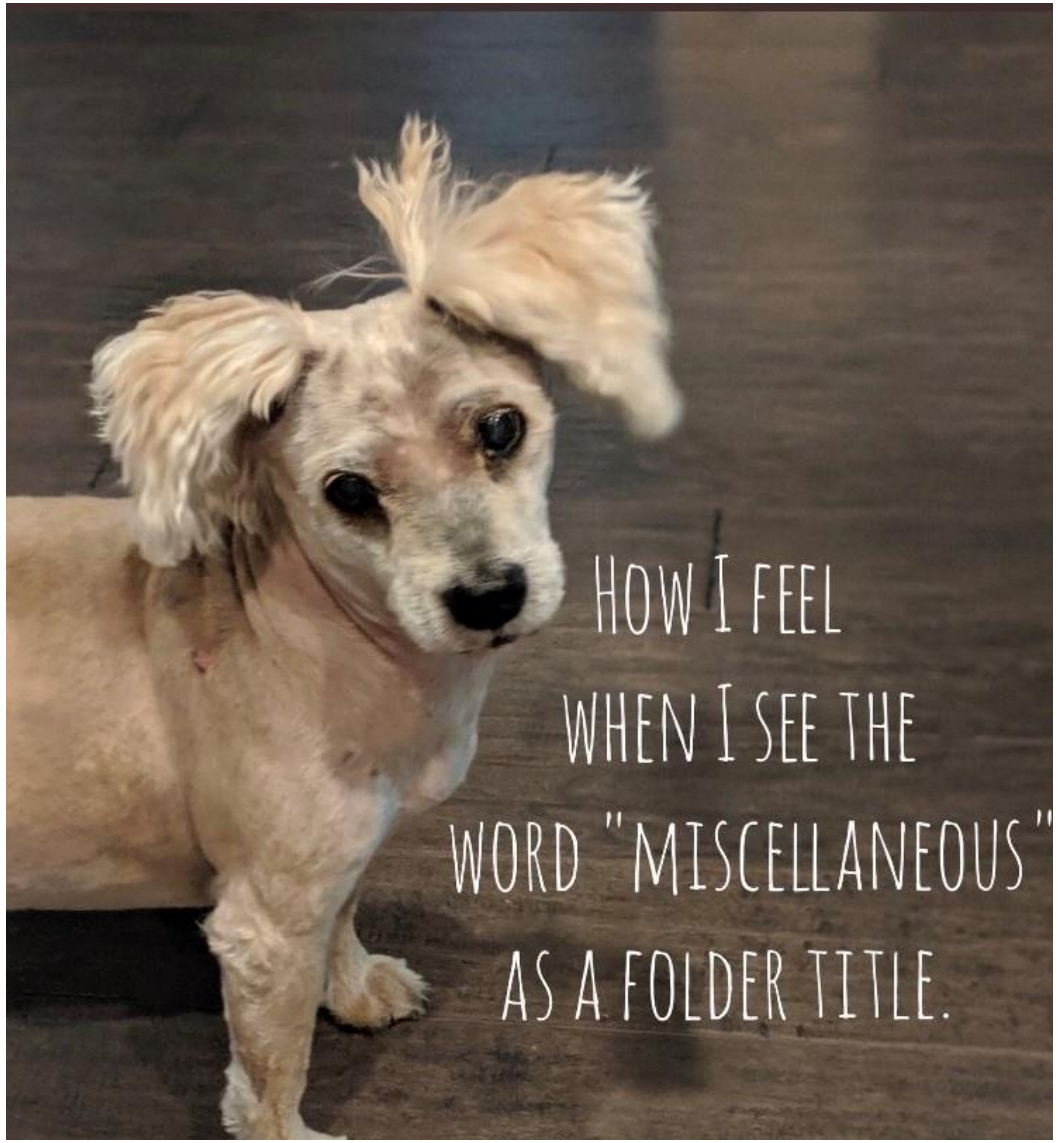
Before

After

Space Gained

Happy Outcomes

- Moving process went surprisingly smoothly.
- Forced us to evaluate how things were organized and impose better archival standards.
- We learned more about our collection.
- We discarded materials that did not meet our collection development policy.
- Shifting and using smaller boxes allowed us to gain more space and make our materials more accessible.



What We Learned

- Don't get mold!
- Anticipate the process taking longer than expected.
- Always use treated archival boxes with no holes.
- Be mindful of the materials in the collection. (Avoid using binders, look at how leather-bound materials are stored, etc.)
- Tracking dew point and humidity could help convince administration of importance of environmental control.

Contact Info

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Finished!

Widener Archives

WidenerArchives

Widener University Archives