Montclair State University
Harry A. Sprague Library
COLLECTIONS DISASTER RESPONSE PLAN

Date of completion: September, 2013
Date of next update of this plan: September, 2015
Person responsible for next update is: Assoc. Dean for Technical Services

List all locations where this plan is on file (on and off premises):
Library Dean’s Office  Posted:  http://www.montclair.edu/library/staff
Assoc. Dean’s Office  Head, Access Services, Office
Head, Cataloging Dept., Office  Head, Periodicals Dept., Office
Head, Reference Dept., Office  Head, Acquisitions Dept., Office
Head, Multimedia Res. Office

Disasters can happen any time … the key to a successful recovery is planning ahead and taking the necessary steps now to prevent and minimize risk to collections
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Introduction
This Collections Disaster Response Plan is intended to serve as a living guide to be used in responding to and recovering from an emergency situation involving the collections at the Harry A. Sprague Library at Montclair State University.

This plan pertains only to collection emergencies. In the event of an emergency, the safety and welfare of PEOPLE are primary over collections. Ensure the safety of all staff and patrons before attempting to recover and salvage collections.

All staff should become familiar with building exit routes, locations of fire alarm pulls and fire extinguishers, and potential hazards of the building. Floor plans indicating these are included in the Appendices section.

Section I: Emergency Procedures
Please follow the MSU Emergency Operations Plan procedures for all emergencies: https://www.montclair.edu//media/montclairedu/emergency-plan/emergency-operations-plan.pdf (Note: You must login with your MSU netID to access this document.)

The Table of Contents for this Campus Wide Emergency Plan is included as Appendix B. More information can be found at the Montclair Emergency Services Website at: http://www.montclair.edu/emergency/

The following are the Library local procedures for Fire, Water and Power Outage emergencies.

Also, please consult the General Guidelines for Library Safety and Security, prepared by the Access Services Department, and included as Appendix C.

Fire:
Immediately activate alarm system and leave the building.

Notify Campus Security.
Call: X5222
Notify the Library Administrative Office
Call: X4301
Assist in the evacuation of staff and visitors from the building.
Assemble at designated meeting area on the East Lawn at front of the Library building and await instructions from Campus Security.
Emergency Procedures (cont’d.)

Power Failure:
Check neighboring buildings; if they are dark, blackout could be campus-wide or regional.
Contact Library Administrative Office
Call X4301 and they will contact Campus Security. at X5222
Evacuate the building in an orderly manner. Assemble at designated meeting area on the East Lawn at front of the Library building and await instructions from Campus Security.

Water:
Immediately notify Library Administrative Office or Librarian in charge, and they will notify Facilities Management..
Call: X4301 for Library Administrative Office and
Call Library Guard at 973 766 2505.

Call: X4291 for Reference Desk to find Librarian in Charge during nights and weekends.
Do not enter the affected area until it has been deemed safe
Stay away from standing water until electricity has been cut-off.
Once safe, move collections from harm’s way.
Drape plastic sheeting over collections or shelving units to prevent further damage.

Keep a copy of the Sprague Library Collections Disaster Plan Quick Reference Sheet at every phone and at the Reference Desk.
Collection Emergency Contact Sheet:
Listing of People to Call In Case of a Collection Disaster
(in priority order)

<table>
<thead>
<tr>
<th>Office/Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police:</td>
<td>X5222</td>
</tr>
<tr>
<td>Physical Plant/Facilities:</td>
<td>X5444</td>
</tr>
<tr>
<td>Nights and Weekends contact:</td>
<td>X5222</td>
</tr>
</tbody>
</table>

Collections Disaster Recovery Leader/Resource: Assoc. Dean, Tech. Services X7150

Collections Disaster Response and Recovery Team members:

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judith Lin Hunt</td>
<td>X4301</td>
</tr>
<tr>
<td>Mary Mallery</td>
<td>X7150</td>
</tr>
<tr>
<td>Paul Martinez</td>
<td>X3465</td>
</tr>
<tr>
<td>Eduardo Gil</td>
<td>X5286</td>
</tr>
<tr>
<td>Denise O'Shea</td>
<td>X2098</td>
</tr>
<tr>
<td>Pamela Kirby</td>
<td>X4302</td>
</tr>
</tbody>
</table>

The Library Collections Disaster Recovery Team will work with the MSU Emergency Management Team.

**The Emergency Management Team is responsible for the following:**

1. Coordinating crises across departments
2. Developing crisis management procedures for the University and individual departments, if requested.
3. Conferring with experts about crisis management before and during an emergency situation
4. Providing information about the crisis and the University's response to the community
5. Debriefing after a crisis has been resolved.

See the MSU Emergency Management Team Web site at:
http://www.montclair.edu/emergency/
Location of In-house Emergency Equipment

1. **Keys**: Library Admin. Office has all keys The Library Guard has a Master Key, and each Library Department Head has keys to their respective offices.

2. **Main Utilities**: Only MSU Physical Plant staff have access to the Mechanical Rooms in the Library on the Ground Floor, where the Main electrical cut-off switch.

3. **Sprinkler system**: On every floor in every room and throughout the Stacks in the New Building.

4. **Heating/cooling system**: There are several Library HVAC systems:
   a. Old Building (1963)
   b. North Wing Extension – Roof Top Units
   c. New Building (1992)
   d. Room 203
   e. Room 219 (Computer Lab)
   f. Cafe

5. **Fire extinguishers**: All routine types of fire (Type ABC)-

6. **Fire alarms (pull box)**: Located throughout the building at exits.

7. **Smoke detectors**: On every floor in every room and throughout the Stacks.

8. **C.E.R.T. (Community Emergency Response Team) Kit**
   Paul Nauer, Library Security Guard, completed the CERT training to use the following kit, which he has locked in his desk:

   *hard hat
   *baseball hat
   *4 in 1 Emergency Tool
      a. shuts off gas
      b. shuts off water
      c. pry open doors
      d. dig through debris
   *surgical mask
   *flashlight
   *work gloves
   *safety glasses
   *traffic safety vest

   See Appendix A for Library Floor Plan showing the locations of emergency equipment.
Basic Collection Emergency Supplies Checklist

The following is a list of basic supplies found to be most useful when dealing with minor or full-blown collection emergencies, some of which the Library keeps on hand in the Access Services Supply Closet to start the recovery while more supplies are acquired.

- **Boxes** – all sizes; or **Plastic crates**
- **Paper towels** – many packs, you’ll need lots if you have to interleaf clay-coated paper
- **Tape gun(s)** – plus **tape**, to seal boxes
- **Waxed paper** – many rolls; buy large economy size
- **Plastic sheeting** – take many rolls in case you have to drape plastic over collections that are in harm’s way
- **Mop, Broom and Plastic bucket(s) and trash cans**
- **Sponges**
- **Garbage bags**
- **Mylar or Polyester film** – for handling wet unbound papers/maps
- **Rags**, cotton
- **Fans** – box type work best
- **Extension cord**, 50 ft., heavy duty, (grounded) and/or a multi-plug electrical strip
- **Flashlight(s)**
- **Gloves**, rubber and plastic
- **Boots**
- **Marking pens**, waterproof
- **Clipboard(s), Pens and Magic Markers**

Take these items along when responding to the emergency.

- **Boxes** – all sizes; or **Plastic crates**
- **Tablets** – to record inventory lists
- **Scissors**
- **First Aid kit**, Band-aids – never know what people emergencies you may have to deal with too
- **Radio**
- **Digital Camera**
- **Clothesline and Clothes Pins**
Section II: Collection Salvaging Priorities

The following are the salvaging priorities by groups of materials:

High priority materials may include unique collections (rare materials, or vital records of the institution – employee and accounting records); heavily used collections or most valuable or expensive hard-to-replace items.

Collections listed below are in priority order:

<table>
<thead>
<tr>
<th>Collection</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MSU Yearbooks, Theses, Montclarion</td>
<td>Ref., 1st Floor</td>
</tr>
<tr>
<td>2. University Archives</td>
<td>Ref., 1st Floor</td>
</tr>
<tr>
<td>3. Art Books</td>
<td>LC Ns and Oversize</td>
</tr>
<tr>
<td>4. Reference Books</td>
<td>Ref., 1st Floor</td>
</tr>
<tr>
<td>5. Microfilm/Microfiche</td>
<td>MMR</td>
</tr>
<tr>
<td>6. Multimedia Collections</td>
<td>MMR</td>
</tr>
<tr>
<td>7. Music Scores Collection</td>
<td>LC Ms, 2nd Floor</td>
</tr>
<tr>
<td>8. Reserves</td>
<td>Access Svcs., 1st Floor</td>
</tr>
<tr>
<td>9. Special Collections</td>
<td>Spec. Coll, 2nd Floor</td>
</tr>
<tr>
<td>10. Periodicals</td>
<td>Compact Storage</td>
</tr>
</tbody>
</table>
Disaster Response Checklist

Use this list as a guide to plan and organize your response to a collection emergency:

☐ Assess the disaster situation

☐ Convene the Disaster Response Team

☐ Set up a command post

☐ Review the written **Disaster Response Plan** – list of contacts, services, suppliers, salvaging priorities, recovery and salvaging tips, etc.

☐ Eliminate hazards

☐ Assess damage to the collections

☐ Activate plans for acquiring services, supplies and staff

☐ Control the environment

☐ Organize the recovery phase

☐ Train staff/volunteers to stabilize and recover affected collections

☐ Supervise activities

☐ Communicate internally and externally

☐ Document all activities
Disaster Recovery -- Salvaging Information
The following is a guide to assist you in salvaging various materials formats. Damage from water is the most common type of emergency since it can occur naturally, as the result of leaking pipes and plumbing from air conditioning systems, and is the direct result of nearly all other disasters including fire, storms and earthquakes.
(Adopted from the Penn State U. Library Disaster Plan Manual online at: http://www.libraries.psu.edu/psul/digipres/collectionscare/disaster.html)

Points to keep in mind when recovering and salvaging materials:

1. **TIME IS CRITICAL** – have 48 – 72 hours to stabilize wet materials.

2. Try to get assistance from an experienced preservation professional or conservator as soon as possible after the disaster occurred. See Collection Emergency Contact Sheet.

3. Lower temperature and humidity to avoid mold and mildew outbreaks. The cooler and dryer the environment the better -- below 70 degrees Fahrenheit, below 50% Rh. Install fans to circulate the air to prevent stagnant air that promotes mold growth.

4. Protect materials that were not affected by the disaster to prevent additional damage.

5. Avoid damaging materials in the recovery phase. Wet materials are extremely fragile and vulnerable to tears from simple handling.

6. Select the recovery method(s) best suited to the collection and to the kind of damage it received.

7. Keep an inventory of all materials removed from the site. Number each box and record the number of books in each box. Or, scan barcode of each book prior to packing out.

8. Document all salvaging activities – written notes, photographs, or video recording.

9. Save high priority materials. Do not waste time on unimportant or unsalvageable materials.

Materials that need immediate recovery:
- Clay-coated paper, e.g. art books
- Water soluble inks (manuscripts)
- Film-based media
Salvaging Tips
Books and Paper:
□ Wet books need to be stabilized -- air-dried or frozen within 48 hours to minimize damage.

□ Damp books and papers can be air-dried unless there are too many of them. Rule of thumb – more than 100 books freeze; less than 100 air-dry.

□ Wetter books will need to be frozen. Do not squeeze wet books or try to straighten them or open them. Just handle each book carefully and pack for freezing. Pack books spine down only one layer deep in boxes or plastic crates; try to loosely wrap (create a sling) around each book with waxed or freezer paper so that they do not stick together or allow inks or dyes to transfer to each other. Get the books to a freezer immediately.

Note for clay-coated paper: Freeze immediately or will need to interleave every page with absorbent paper towels.

Leather, Vellum and Parchment:
□ Handle with care. Wet leather is extremely fragile.

□ Air-dry slowly and gently blot saturated areas.

□ Freeze large quantities – loosely wrap each item with waxed or freezer paper.

Unbound Papers and Maps:
□ Do not try to separate wet single sheets by hand as pages will tear easily.

□ If sheets are just damp, separate each by lifting each one using a piece of mylar or polyester film, and lay out to dry.

□ If wet, interleave groups of papers with waxed or freezer paper and freeze as soon as possible. When you are ready to air dry, thaw the papers and then separate the sheets using mylar or polyester film.
Salvaging Tips – continued:
Photographic Materials (prints, negatives, transparencies):

☐ Do not freeze photographs unless you have no other alternative – freezing may damage the surface of the photo.

☐ Keep immersed in cold water.

☐ Air-dry flat or hang on clothes line within 48 hours; 72 hours for negatives and transparencies.

☐ If they cannot be air-dried within 48 hours, then freeze.

Microfilm and Microfiche:

☐ If only a few microfilm reels or fiche are wet, gently dry with a clean, nonabrasive cloth, and place on a flat surface, or hang on a line to dry.

☐ If there are many, immerse the film and fiche in a trashcan (or bucket or garbage bag) filled with cold water. Contact a microfilming processing vendor immediately. See Disaster Response Services and Resources listing.

☐ Once wet, film and fiche need to be rewashed by a vendor and dried within 72 hours.

Audio and Video Tapes:

☐ Very labor-intensive to save if wet – so have BACK-UP copies of irreplaceable tapes.

☐ If there is water inside the cassette box, open the box and air dry.

☐ If the tape is wet, contact a professional restoration vendor immediately. See Disaster Response Services and Resources listing.

☐ Do not use heat to dry.

☐ Once the tape is dry, make a new copy.
Section III: Disaster Rehabilitation Steps

Use this list to assist you in planning your action steps to rehab materials.

1. Design procedure to systematically examine and sort all dried materials.

2. Determine options available – surface cleaning, in-house or outsourced repair, binding or rebinding, conservation and restoration, boxing, or discard.

3. Hire and train personnel.

4. Be on the alert for mold; treat if necessary.

5. Replace spine labels, pockets or security tags if necessary.

6. Stamp each item indicating that it was damaged; include date of damage. For example: Water damaged – November 2011

7. Return materials to shelf. Shift collection if necessary.

8. Keep records; document all activities.
Disaster Response Services Providers

**American Freeze Dry Operations, Inc.**
PO Box 264
Runnemede, NJ 08078
Phone: (866) 939-8160; Emergency numbers: (609) 458-0510 or (856) 904-4227. Freeze-drying of water damaged materials, ozone treatment to sanitize and deodorize records. [http://www.americanfreezedry.com](http://www.americanfreezedry.com). Contact person: John Zioance.

**Artifact Research Center**
181 Main Street
Hackettstown, NJ 07840
Phone: (908) 684-9556.
Service: Freeze-drying.

**Blackmon Mooring (BMS)**
Cherry Hill, NJ
(888) 558-1597

**Conservation Center for Art and Historic Artifacts**
264 South 23rd Street
Philadelphia, PA 19103
Phone: (215) 545-0613; Fax: (215) 735-9313; E-mail: ccaha@ccaha.org; [http://www.ccaha.org](http://www.ccaha.org). Expertise: Regional conservation center, which specializes in the salvage, restoration, and reformatting of books, paper materials, and art.

**Division of Fire Safety**
New Jersey Department of Community Affairs
PO Box 809
Trenton, NJ 08625-0809
Phone: (609) 633-6144. Assists local fire departments and emergency response agencies with fire prevention and life safety public education, and fire inspections, and inspects public buildings to ensure compliance with fire codes. This agency is responsible for emergency responses to hazardous materials incidents, and for enforcing state laws for prevention of fires, fire safety inspections and regulations, arson investigations, hazardous materials training, and fire prevention. Helpline- 1-800-357-5230. [http://www.state.nj.us/dca/divisions/dfs/](http://www.state.nj.us/dca/divisions/dfs/).

**Document Reprocessors**, New York Office  
5611 Water Street  
Middlesex, NY 14507  
Phone: (800) 437-9464 (24/7) or (585) 554-4500; Fax: (585) 554-4114.  
24 Hour Diasaster Hotline: 1-800-4DRYING (1-800-437-9464);  
E-mail: docreps@documentreprocessors.com.  
Expertise- (1) Vacuum Freeze Drying. (2) Air and Vacuum Drying. They will come to the site of the inventory and help pack materials to be taken to their facility. They also have a mobile vacuum freeze-drying unit. They will service all types of materials including books, documents, blueprints and maps, microformats and aperture cards, photographic material and negatives, audio and video tapes, plus magnetic diskettes and disk drives.

**Federal Emergency Management Agency (FEMA), Regional Office, Region II**  
126 Federal Plaza, Room 1307  
New York, NY 10278-0002  
Phone: (212) 680-3600; Fax: (212) 680-3681;  
Disaster Assistance: (800) 621-3362; Fax: (800) 827-8112.  
In addition to its role in disaster response, FEMA provides information and training in disaster preparedness, response and recovery. New Jersey is under the authority of FEMA’s Region II.  
Filmtreat International Corporation
4224 Orchard St., 4th Floor
Long Island City, NY 11101
Phone: (718) 784-4040; Fax: (718) 784-7466; E-mail: FTWZ@aol.com.

Insurance Restoration Specialists, Inc.
26 Kennedy Boulevard
East Brunswick, NJ 08816

-Microfilm Recovery & Salvaging-
Kodak Disaster Recovery Program
Eastman Kodak Company
1700 Dewey Avenue
B65, Door G, Room 340
Rochester, NY 14650-1819
Phone: (800) EKC-TEST
Services: Disaster Recovery Program rescues and restores damaged film. People at the lab will respond quickly to assess your situation and advise you on how to proceed. Personnel and equipment will be scheduled to deal with your microfilm when it arrives.

Library of Congress, National Preservation Directorate
Washington, DC 20540-4500