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*A Preservation Needs Assessment of the Special Collections
at the University of South Florida, St. Petersburg*

Funded by the National Endowment for the Humanities
Division of Preservation and Access
Preservation Assistance Grant Program

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Conducted by
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Southeastern Library Network, Inc.
April 18, 2002

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EXECUTIVE SUMMARY

The Nelson Poynter Memorial Library of the University of South Florida, St. Petersburg Campus received a preservation assistance grant from the National Endowment for the Humanities to determine preservation needs, assess collection condition, and facilitate the development of a long-range plan. The Library staff have demonstrated an interest in preservation, but need more clearly defined priorities and policies to guide their efforts. This report and long-range plan encompass the recommendations made by the consultant and provide the framework for these efforts.

Broad categories identified by the consultant that would help the library systematically care for its collections include:

- Providing access to the collections
- Ranking collections based on priority for preservation and conservation treatment
- Improving environment and storage conditions
- Completing a disaster plan
- Providing for staff training on preservation topics such as disaster preparedness

The report also includes more specific recommendations for upgrading storage and environmental conditions. The special collections has a distinctive and rare collection of marine science materials that are generally in moderate to good condition. By implementing the long-range plan, the library will be taking a systematic approach to the long-term preservation of its special collections, thus providing a basic level of preservation for all holdings.

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INTRODUCTION

Tina Mason, Field Services Officer for the Southeastern Library Network, Inc., visited the University of South Florida St. Petersburg, Nelson Poynter Memorial Library (NPML) on December 11 & 12, 2001. She met with Kathy Arsenault, Library Director, and Ronald Bugg, Director of Physical Plant. The goal of the consultation is to assess the preservation needs for the special collections library of NPML. The consultant assessed the conditions and practices of the special collection, with the intention of developing a long-range plan to address preservation concerns. The key is to make recommendations for the materials, so that they may be accessible to researchers without causing damage to the collection. The assessment does not provide an evaluation of the scholarly or monetary value of the collection. The methods used to conduct the assessment included a pre-consultation survey, interviews, tours, observation, a condition assessment, and a half-day planning session.

The following report and draft long-range plan provide an assessment of the current situation, a description of problem areas, and recommendations for future action. Recommendations are bulleted at the end of each narrative section. Supplementary information, such as resource lists, informational leaflets, and supply catalogs, are included in the appendices.

During the long-range planning meeting held on December 12, 2001, staff provided input about the consultant's recommendations and had the opportunity to rank objectives in order of their urgency and discuss cost analysis for the achievement of each goal in terms of staff time, responsibility, space, equipment and supplies. The results of the meeting are reflected in the Preservation Long Range Plan, which is attached to this report.

PRESERVATION

Preservation in a library context is comprised of a set of principles and strategies embodied in operational policies and procedures that are implemented to ensure that information resources will be accessible as long as they are needed. Because of its tie to the fundamental mission of libraries (access), preservation strategies should be integrated fully into all aspects of library operations. Moreover, preservation is concerned not just with special collections retained for their artifactual value as well as their usefulness as sources of information, but also with circulating collections and electronic information resources. How long do such materials need to be available, and what constitutes a "usable" format? In sum, library staff are responsible for making decisions regarding the preservation of all collections in all formats throughout the life cycle of the usefulness of the information they provide.

While all staff have roles to play regarding preservation, the special collection librarian should be charged with determining preservation priorities for the special collections. Preservation strategies should be based on what is best for the materials, in the context of their condition, value, and usage.

DRAFT

As has become common in the American library field, the term "preservation" is used in its broadest context in this report. It encompasses not only rehousing and repair but also the development of policies and procedures to ensure that information is kept accessible for as long as it is needed.

INSTITUTIONAL CONTEXT

The University of South Florida St. Petersburg is predominately an undergraduate university and began as a satellite campus of the USF in Tampa. Today, the St. Petersburg Campus has become autonomous, and in addition to its undergraduate program, it has graduate studies programs in education, business, journalism, and marine science. The Poynter Memorial Library (NPML) serves approximately 3500 students and faculty members.

COLLECTION DESCRIPTION

The special collections, the focus of the consultation, is primarily made up of the Brigg's Collection, a collection of 3500 volumes on marine science and ichthyology. This includes approximately 500 volumes that are out of print and rare. The earliest imprint date is from the middle of the 16th century. However, the majority of these volumes were printed and bound in the 19th century. Most of these volumes have not been cataloged. The rest of the collection is more contemporary titles, journals (bound and unbound) and multi-volume sets. Approximately half of these newer volumes have been cataloged and integrated into the circulating collection.

CURRENT SITUATION

The library is fortunate in having a Director who recognizes the need for a more comprehensive plan for preserving the useful life of the library's collections. This commitment is evidenced by the successful application for a preservation assistance grant. The needs assessment described in this report along with the planning meeting sessions will enhance the Poynter Library's ability to improve and expand current preservation efforts.

Currently, there are no active preservation activities in the special collections area. There is a special collections librarian position, but at the time of the consultation the library was in the process of filling the position. Currently, there is no line item in NPML's budget that is specifically set aside for preservation activities. The library is fortunate to have an endowment to help subsidize the preservation of the special collections material.

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CATALOGING AND ACCESS

The mission of a special collections library should be to preserve and provide access to its collection. If collections are not accessible to researchers then money spent on preservation is a waste of funds. Only half of the materials have been catalogued, due to the vacant special collections position. At the time of the consultation, the library had offered the position to a candidate, and now the position is filled.

Recommendation:

Catalog the collection to increase access and public awareness about what is available in the Briggs Collection. At the time of the needs assessment only half of the volumes were catalogued. Now that the Special Collections Librarian position has been filled, the whole collection needs to be catalogued and made accessible through the library's catalog. This cataloging would increase awareness of the collection and could be coupled with other activities such as cleaning the collection.

SPECIAL COLLECTIONS READING ROOM AND STORAGE

The special collections, located on the 3rd floor, consist of a reading room with an office for the special collections librarian, and a small storage area. Both rooms are carpeted and have no windows. A small portion of the storage area, the southeast corner, is an exterior wall. The rest of the walls are interior walls. The room has a small work area with a small sink adjacent.

For the most part, the books are shelved properly, snug, but not tight, and oversized volumes are stored flat. Most of the books are shelved on standard baked enameled shelving in the storage room. There are some collection materials stored in two locked, glass front bookcases located in the reading room. These shelving are made of stained and varnished hardwood. The doors remain closed and locked when not in use.

Shelving practices were good overall. The contents of the shelves were leaning in some cases. A few oversized volumes were stored upright on the shelves, which strains and eventually damages old bindings. The small amount of archival material is properly stored in folders within document boxes.

The reading room tables do not have any book supports to aid in supporting the fragile books while they are being used. Many books in the collection have covers that are still attached, but only by cord sewing supports- exposed where the leather has completely split in the joint (the place where the cover flexes near the spine of the book). Many of the bindings have restricted openings. In other words, the type of binding or leaf attachment method, i.e. tight back binding, is so stiff/ridged that opening the book at a 180 degree angle with both covers resting flat on the table, is not possible or would cause major damage to the volume. This is especially problematic with brittle materials.

DRAFT

Recommendations:

Store oversized volumes flat if possible. Flat materials may be placed in stacks of 3 or 4, depending on thickness. Leave empty shelves or table space nearby to assist in removal and sorting of the books in the stacks. Storing large volumes upright puts stress on the already weak bindings. Heavy texts will pull out of cases or damage the connection between the text and the boards of bound volumes. When space becomes a premium, it may be necessary to store books on their spines to conserve space. If this option is chosen, the book should have an appropriate enclosure, such as a box, to reduce damage to the spine. Books should never be stored on their fore edge.

Stained wooden shelving is not appropriate for library collections, especially rare and valuable collections. Preservation literature singles out wood products as having large concentrations of harmful acidic organic compounds. Stains and sealants can also be very harmful. If wooden shelving must be used, actions must be taken to prevent damage to the collections. Ideally, the shelves need time to off gas volatile organic compounds (VOCs) prior to installation, or left empty if shelves have been installed for as long as possible (1 month minimum). Shelving should be lined with a barrier material, so that the books do not touch the wood directly. Also, the books on either end of the shelves need a barrier. The best and arguably the nicest looking material for this purpose is glass. Glass is inert (will not react to collections) and is impenetrable by VOCs. Decorative bookends of non-reactive material would be a good way to protect the books on the ends. Lining the shelves with polycarbonate or acrylic resin sheeting (Brand names Plexiglas, Lexan, etc.) is one alternative to glass. These materials will last a long time, but not indefinitely. Resins can absorb volatiles and then release them later. Other options are laminate products such as MarvelSeal 360 (nylon-aluminum-polyethylene) or MarvelSeal 470 (polypropylene-aluminum-polyethylene), or barrier film products such as Alcar, a PCTFE (polychlorotrifluorethylene). These products may also lose their effectiveness over time, and collection materials should not come in contact with printed product logos. Many of the preservation product catalogs carry these products. Unfortunately, polyester products (Mylar, Melinex) and 100% rag conservation boards are not considered to be adequate barriers contrary to past belief, but are better than nothing. If the library decides to create boxes for the collections, then the cheaper barriers will be fine.

The library should investigate the purchase of good quality book supports for the reading room area. Many of the books are fragile and have restricted openings. Providing adequate support for the book will reduce the risk of damage from use.

COLLECTION CONDITION ASSESSMENT

Overall condition of the collection is moderate to good; however, the Briggs collection is heavily soiled. There is evidence of mold, water, light, and pest damage. The materials were subjected to poor storage conditions prior to being given to the care of Poynter Library. The previous storage was described to the consultant as a metal barrack, which explains the poor condition of the collection. Even if the barrack had some climate control, the materials were undoubtedly subjected to high heat, high humidity, pests, etc.

DRAFT

Fortunately, the paper in most of the books, excluding the outer edges, is in good condition because the imprint dates are pre-1850.

Typical of 19th century collections, there was evidence of redrot found on volumes in the collection. Redrot is a condition found in leather that was treated with harsh chemicals, such as sulfuric acid, during the tanning process, and residual chemicals deteriorate the leather. The leather becomes powdery, disintegrates internally, and eventually the spine piece and boards fall off the book. This condition worsens when items are stored in poor environments for extended periods

Methodology

A very quick condition assessment was conducted. The sampling technique used was not random. However, the consultant inspected 210 books, just shy of half of the books in the Briggs Collection, and feels that the results reported below are a valid reflection of condition of the collection.

Each of the 210 books was examined- cover, leaf attachment, page attachment, textblock to cover attachment- and then a level of damage was assigned based on conditions. The five categories or levels are listed below with the criteria for each level. The test for brittleness, a corner fold test, is destructive and was not performed on collection items. Brittleness was determined by visual inspection of flexibility.

Results

Level of Damage	Description	No. found (% of Sample)
Excellent	Book shows no wear or tear – may be dusty, but not stained	5 (2%)
Good	Little to no wear, but stains, dirty, and/or foxing	65 (31%)
Moderate	Minor wear – binding damaged, but stable/intact. Major light damage or slightly brittle	76 (36%)
Fair	Major structural problems to cover and/or leaf attachment, water damage, very brittle	33 (16%)
Poor	Complete binding and/or leaf attachment failure.	31 (15%)

Of the 210 volumes, 31 (15%) had considerable damage and were put in the ‘Poor’ category. In most of the cases, the binding had completely failed and was no longer protecting the book. An almost equal number of books were considered fair; they had structural problems but the binding was somewhat intact. Some of the late 18th and early 19th century books were in their original paper covers and thus, not rebound. These paper covers have not necessarily failed, but as with modern paperbacks, they have not provided very good protection for the textblock. These books fell into the ‘Fair’

DRAFT

category, because the paper had become embrittled and yellowed on the head, fore edge and tail, due to exposure. The majority of the books were in moderate or good condition. Some of the damage is more cosmetic and is not easily repaired. Therefore, most of these will require little to no treatment. In most cases simply providing housing to protect the volumes from further damage will be enough.

Treatment decisions with respect to the special collection materials should be made with regard to age, rarity, monetary value, and historical significance. The institution also needs to take into account available resources, time and money. NPML has a copy of an appraisal conducted in the mid 1980's. Though these values are probably modest by today's standards, it does show that the collection is valuable as a whole and points out some very valuable individual items. The collection should be reappraised so that appropriate decisions can be made.

Conservation treatment should always be conservative and used to stabilize an item, not for aesthetic reasons. Therefore, care should be taken when choosing a conservator to work on valuable collection materials. A conservator has a degree from a recognized conservation graduate training program or has undergone a lengthy apprenticeship with experienced senior conservators. Conservators should be a member of American Institute for Conservation (AIC) and should adhere to the *AIC Code of Ethics and Guidelines for Practice*. The library should be provided with written and photographic documentation from an examination of the item before, during, and after treatment. Always ask for references and names of previous clients. Beware of any treatments that seem really cheap or fast; good quality repairs take time and require specialty materials and equipment manufactured for conservation treatment. (For more information about contracting conservation treatment, see the publication, *Choosing and Working with a Conservator*, by Jan Paris, that is included with this report.)

Recommendations:

Set priorities for conservation treatment (repair, rehousing, etc.) and research contracting a conservator. Some of the volumes are in good condition and need little to no treatment. Some volumes need boxing to protect fragile bindings and pages. Others will need complicated repair procedures. Conservation treatment should be conservative and used to stabilize damaged materials, not to improve aesthetics. Since physical treatment can be costly, the library must prioritize the collections for treatment. Most books will just need a thorough cleaning and a new housing.

The appraisal of the collection should be updated. Some of the materials were appraised in the mid 1980s; some have not been appraised. An up-to-date appraisal will help the library make decisions about the special collections based on the age, rarity, monetary value, and/or historical significance of collection items. An appraisal will also help the library determine how much supplemental insurance is required to cover the valuable collection in case of disaster.

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ENVIRONMENT

Providing the proper storage environment is the single most cost effective per item preservation strategy an institution can employ. Environmental factors that should be controlled and monitored include temperature, relative humidity, light exposure, and pollutants. Maintaining temperature and relative humidity within accepted standards has a tremendous impact on the long-term care of a collection. For example, all other things being equal, a collection stored at 60°F will endure twice as long in useable condition as one stored at 72°F.

Temperature and Relative Humidity

Recommended standards for temperature and relative humidity vary according to format. Ideally, paper, photographs, and magnetic media should be stored in different locations with the appropriate environmental controls. In reality, most libraries store varying formats together in one facility. Below are the preservation standards for storing mixed collections in the same environment with patrons and staff offices. (For more detailed information on environmental standards, see Appendix X.)

Mixed Collections, and people work areas

Temperature (T°)	68-72°F with a fluctuation of (+ or -) 5°F
Relative Humidity (RH)	40-55% with a fluctuation of (+or-) 3%

The Library has a 5-year-old heating ventilating and air conditioning (HVAC) system that was installed with the renovation of the library. It is a split system DX cooling unit with hot water heat and reheat. Currently, outside air intake is set at 40%. The special collections area has an emergency back up HVAC system. The system has the ability to create temperature and relative humidity reports at a sampling rate up to every 2.5 seconds. The library's HVAC system parameters are set at 72 to 74°F for temperature and 52% to 58% relative humidity. These parameters are high when compared with the recommended environmental specifications listed above.

The consultant received reports dated Jan 6 - 15, 2002, for the special collections area. All temperature samples reported were between 70 - 72°F, an acceptable range. One disturbing finding was a period of very high humidity followed by a humidity change from the mid 60% to mid 30% range within a couple of hours. Neither of these extremes is within the current set parameters. Humidity cycling of that degree is almost more damaging than a sustained period of too high or too low humidity. Water absorbing and desorbing into the paper that quickly will irreparably damage the paper fibres.

On the morning of January 9, the RH peaked at 67.7%. The high humidity occurred during a period when a cold snap hit the southeast. The HVAC system is obviously not working properly, or the settings need adjustment. With this type of system, outside air should be cooled to remove moisture, and then reheated to human comfort levels. The reported high humidity leads me to believe that the moist, outside air was merely heated accounting for the high humidity. Air that is too humid, RH greater than 60%, may cause moisture to form and mold to grow. (To look at a copy of the report, see Appendix X.)

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Another concern is the percentage of outside air intake. The institution current takes in 40% outside air that is then treated and mixed in with recycled air. Recommended outside air intake in a preservation environment is 15%, especially in hot, humid environments like St. Petersburg. The recommendation of 40% outside air is a blanket approach to insure good indoor air quality; however, this number is based on the assumption of maximum occupancy, which would cause high levels of carbon dioxide. Libraries almost never achieve this; in fact, they are nearly empty most of the time (nights, weekends). ASHRAE does allow institutions to manage outside air intake on the basis of carbon dioxide monitoring.

Recommendations:

Monitor the relative humidity (RH) and temperature in Special Collections. The heating ventilating and air conditioning system has the ability to sample temperature and humidity and to generate reports. These reports need to be consistently monitored. Relative humidity should be keep between 40% and 55% with no fluctuations over 3%. Temperatures should be between 68 and 72°F, again, keeping fluctuations to a minimum. I observed some dangerously high humidity and fairly large fluctuations over a few hours. This is especially troubling because some inactive mold was found on a few books. With the right conditions, mold can appear within 48 hours. The temperature during this same period was held consistently around 72°F. It is my opinion that the current system is able to provide a good preservation environment; it merely needs to be tweaked and closely monitored. Reducing the outdoor air intake and monitoring carbon dioxide levels will help the system control RH, and it will also save energy and overall electricity bills. (For more information about monitoring CO₂, see Appendix X.)

Lighting

Research has found that natural and artificial light containing high levels of ultraviolet radiation (UV) are harmful to library materials. Light causes bindings, inks, and dyes to fade; darkens and yellows paper; and weakens paper fibers through bleaching and oxidation. The special collections is illuminated by fluorescent lighting; however, the fixtures use only two tubes per fixture rather than four, and they stay in the off position when the room is unoccupied. The building does employ the use of security lights that remain lit when lights are turned off. Unfortunately one of these lights is located in the special collections storage room right over the collections. Neither of the rooms has windows.

Recommendations:

Investigate improving the lighting in the collection storage area and reading room. Fluorescent lighting is a problem in many cultural institutions because high levels of ultraviolet radiation (UV) are emitted. The library should investigate ways to lower the amount of UV using sleeves or low UV tubes. The lights in the storage room should remain off when the room is not in use. The security light that remains lit 24/7 above the collection should be disabled or the bulbs removed to prevent damage from the constant

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UV-rich light source. Strategically placed and maintained flashlights could be installed for emergency lighting.

Pest Control and Housekeeping

There was a lot of evidence of pest damage on the collection materials. It is probable that most of this damage is old, a result of the poor storage conditions prior to being given to the library. However, the consultant observed live silverfish on a few volumes. Library staff should assume there are more silverfish that are not visible. Silverfish eat paper and cloth. They eat sizing from paper making holes. Paste from bindings is also a source of food. These pests thrive in warm humid environments.

In general the storage area is very clean, but the Briggs Collection materials are very soiled. Dust, dirt, and other particulate pollution can abrade, disfigure, and obscure text. It can also increase acidity and the presence of mold spores.

Recommendations:

Take a more proactive role in pest control; promote integrated pest management (IPM) techniques. Review the pest control procedures with maintenance. Treatments should be applied when a problem is noticed, so it can be focused on the specific problem. Should you need pesticides, staff should monitor all application of pesticides in the special collections area. They should supply materials safety data sheets for the pesticide used and document what was used and why (what pest and based on what evidence). Regular spraying of baseboards, etc., is not always necessary or effective. (For more information on IPM, see Appendix X.)

The silverfish activity should be addressed. Since a large percentage of this collection came from a single donor, it is easy to assume that more of these pests are present. Silverfish thrive in moist, warm environments. If the humidity in the library is lowered and held between 40 – 45% for an extended period, the silverfish will die or seek areas with more hospitable conditions. Vellum covered books need to be monitored for changes if the humidity drops below 40%. There is a dusting powder called Drione that can be placed underneath the bottom shelves of the ranges to help desiccate the pests. This powder contains pyrethrin, a pesticide derived from plants, and silica gel. It should not come in direct contact with collection materials and can trigger reactions from people with plant allergies. It is best to avoid fumigation in special collections. Once live silverfish are gone, the collection and shelving should undergo a thorough cleaning using a high efficiency particulate arresting (HEPA) vacuum. Keep in mind that extra precaution should be taken when cleaning books with mold.

The collection needs to be thoroughly cleaned. The collection materials are very soiled. The former owner stored the collection in poor conditions, which has resulted in much damage. It would be best to clean the collection after the silverfish have been dealt with so that un-hatched eggs will be removed in the process. Special care needs to be taken to protect staff from exposure to allergens and mold spores while cleaning the collections. Mold should be determined inactive before cleaning. Clean using soft dust brushes, a

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vacuum with high efficiency particulate arresting (HEPA) filters, and adequate personal protection equipment (PPEs), such as respirators (not the same as dust masks), gloves, and plastic aprons for clothing. Cleaning should take place in a well-ventilated area away from the library collection, if possible. It can take place outside during warmer weather.

DISASTER PREPAREDNESS

There is a campus-wide evacuation plan for all employees in case of hurricanes (high risk area), fire emergency, and biohazard emergencies. The library does not have its own disaster plan. Plastic is the only onsite emergency supply. Fire extinguishers are located throughout the building and are inspected yearly. The fire alarm and PA system are tested twice a year.

There is automatic fire suppression in the building, a wet-pipe system, but the sprinkler heads, made by Central Sprinkler Company, have been recalled. The library is in the process of replacing the recalled parts. The library has installed a special type of on/off sprinkler head in its special collections area. These heads are designed to turn head off when temperatures go down and the fire has theoretically been extinguished. These special heads are thought to reduce the amount of water damage to collections. However, these sprinklers heads are not recommended for libraries and archives. Fires have been observed to flare back up or continue to smolder after the water turns off causing more damage. It is much easier to recover library materials from water damage than fire damage. Fire damage is usually severe and recovery is not possible. The on/off sprinkler heads are actually more expensive and in practice, firefighters usually shut systems off before the sprinklers shut themselves off.

Recommendations:

(Note: Human safety is the first and foremost priority, but not the focus of this report.) *The library needs to expand the disaster preparedness plan to cover priority collections.* Currently the library only has campus-wide evacuation plans in case of biohazard, natural, or accidental disaster. The library should develop a disaster plan specific to the needs of the library. At the very least, it should point out priority collections, provide emergency contact information for key staff and disaster recovery companies, outline salvage procedures, and include floor plans that point to important information about the building: location of utility shut-off valves, fire suppression equipment, and emergency exits. The library should look at the many helpful resources in print and on the web, and should consider sending an employee to additional disaster training. (For more information on resources for disaster preparedness and planning, see Appendix X.)

The automatic shut off sprinkler heads in special collections should be removed. Since the library is already in the process of replacing defective sprinkler heads, it would be best to replace the automatic shut off heads with regular ones. Otherwise, move the shut off sprinkler heads to areas of the building that do not contain collections. Providing protective enclosures or boxes can be a simple way to reduce water damage to valuable

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collection items. There are suppression systems that do not use water, such as FM 200; however, these systems can be expensive to install and maintain.

SECURITY

The special collections storage area is only accessible through the reading room. Collection items that are housed in the reading room are in locked cases. The reading room has two entrances, one leads to the open stacks area and the other to a meeting room within the administrative offices. The special collection librarian's office is in a corner of the room. These doors are locked any time the reading room is unoccupied so security is not an issue.

CONCLUSION

The Special Collections of Poynter Memorial Library is a rich resource that is in moderate to good condition. Special Collections is fortunate to have a nice storage area, a quality heating, ventilating, and air conditioning system, and a director who supports preservation of the collection. The staff at NPML have demonstrated their need for sound steps to prolong the life their special collections. They are eager to increase their preservation knowledge and improve their present activities. The library needs to set priorities based on the needs of the collection and focus on reasonable goals for the short and long-term.

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UNIVERSITY OF SOUTH FLORIDA – ST. PETERSBURG
Nelson Poynter Memorial Library
Special Collections
Long-Range Preservation Plan
2002-2007

GOAL 1 Environmental Control

Strategy: Maintain an environment conducive to the preservation of library collections.

Objective: Improve the environmental conditions in the library and special collections, with the goal of achieving the recommended environmental standards. *Priority ?*

- Monitor environmental conditions (ongoing)
- Reduce outdoor air intake and adapt HVAC system to monitor CO₂ levels to control humidity (Date)
- Disable security light in storage area (Date)
- Start integrated pest management program and address silverfish in collection (Date)

GOAL 2 Storage Conditions

Strategy: Maintain a storage environment conducive to the long-term preservation of the special collections.

Objective: Improve storage conditions in the collection storage area and reading room. *Priority 1*

- Thoroughly clean collection and shelves (Date)
- Improve shelving practices (Date)
- Purchase book supports for reading room (Date)

GOAL 3 Collection Access

Strategy: Enhance access to special collections material.

Objective: Catalog the collection and make it accessible through the library's catalog to let the public know what is available in the special collections. *Priority 2 (Date)*

GOAL 4 Conservation Treatment

Strategy: Stabilize and improve the overall condition of the collection through conservation treatment.

Objective: Prioritize collections and procedures. Priority 1

- Have collection appraisal updated (Date)

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- Rank collections based on priority for preservation and conservation treatment (Date)
- Investigate contracting conservation services and treatment (Date)

GOAL 5 Disaster Preparedness

Strategy: Develop and maintain a current disaster preparedness and recovery plan.

Objective: Write and implement a disaster plan. *Priority 3* (Date)

- Investigate training opportunities for staff
- Contract with a disaster recovery firm for assessment and recovery services
- Establish recovery priorities
- Gather relevant information
- Develop a disaster preparedness and recovery plan
- Implement and test the plan through such means as a mock recovery exercise
- Keep the plan current