

# IFLA DISASTER PREPAREDNESS AND PLANNING

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## A BRIEF MANUAL

By John McIlwaine  
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Under the direction of Marie-Thérèse Varlamoff  
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Prévention des catastrophes et  
Plans d'urgence

Précis de l'IFLA  
Edited and translated  
into French by Corine Koch

Prevención de desastres  
y planes de emergencia

Compendio de la IFLA  
Translated into Spanish  
by Solange Hernandez



International Preservation Issues  
Number Six

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International Federation of Library  
Associations and Institutions  
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on Preservation and Conservation

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## PREFACE

IFLA Preservation and Conservation Core Activity (PAC) has one major goal: “to ensure that library and archive materials, published and unpublished, in all formats will be preserved in accessible form for as long as possible.”

Among the range of preventive measures which may postpone the decay of its collections, those included in disaster planning are of high priority.

Looking back to recent events, we must acknowledge that armed conflicts and natural disasters do not lessen in number but, on the contrary, have a serious tendency to increase.

In the framework of the Blue Shield, IFLA-PAC has been organising or participating in a number of events – conferences, seminars, workshops – in order to raise awareness on risks threatening the documentary heritage.

In 2003 a survey was launched worldwide among national libraries in order to know which ones did have a disaster plan. Results were alarming. Out of 177 libraries, only 39 have a disaster plan. Although 28 intend to produce one, the reason stated for not having done so before was the lack of models. This is quite surprising if you consider the number of existing publications, manuals or booklets on the question. Nevertheless most of them are written in English, some of them are extremely sophisticated and not applicable to small institutions with limited resources; consequently IFLA-PAC decided to prepare a basic manual focusing on the main points to take into consideration when writing a disaster plan: assessing risks, managing the disaster risk, getting ready to cope when disaster strikes, responding and getting back to normal are the main stages of this publication. In order to make it accessible to the greatest number of institutions world wide we publish it initially in a trilingual version (at first), hoping that this will arouse numerous other translations.

This manual was prepared by a small group of colleagues from the library and archival world. I would like to thank particularly John McIlwaine, the former Chair of IFLA Preservation and Conservation Section who brought his experience and expertise to the writing of the original English version of the manual. My thanks also go to Ted Steemers, in charge of preservation for the International Council on Archives for his pertinent advice. Last but not least I am grateful to Corine Koch who translated the manual into French and did the lay out and editing, and to Solange Hernandez who provided us with the Spanish translation.

Marie-Thérèse Varlamoff  
IFLA-PAC Director

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## INTRODUCTION

A disaster, whether natural or man-made is “an event whose timing is unexpected and whose consequences are seriously destructive” (Hilda Bohem, “Disaster Prevention and Disaster Preparedness”, Berkeley, CA, 1978). Libraries and archives need to make every effort to prepare themselves for possible disasters, by analysing their own situation and resources, and devising a disaster preparedness plan (note that there may be many sections of this plan; later in these guidelines reference is made to the disaster reaction plan, but it is all part of the same planning process).

The basic concept of a disaster preparedness plan is to

- minimize risks so far as possible
- maximise the efficiency of response if a disaster occurs.

In order to produce an effective plan an institution needs

- a careful assessment of the major dangers that might befall it, and of their relative likelihood
- a realistic awareness of the existing resources and procedures to cope with a disaster, that already exist within the institution and of how far these can be augmented and improved within the institution’s budget and staffing structure
- a commitment to continual promotion and implementation of the recommendations of the plan in the months and years to come.

One of the greatest problems of ensuring that a disaster preparedness plan is effective is that it may never have to be implemented. Thus staff enthusiasm, financial support and continual re-assessment of dangers and priorities may have to be maintained for many years without the plan ever having to be put into action.

Those producing the plan need to be able to convince all those concerned of its vital role in the continued existence of the institution. This means not only the professional staff of the library or archive, but also all the support staff (cleaners, porters, doorkeepers, etc.) and the senior management of the parent institution and funding body. A plan can only have a chance of being effective if all these groups believe, and continue to believe in its importance.

No single plan suits all.

There will be many variations in the circumstances of individual institutions which will affect how they develop a disaster-preparedness plan, for example

### 1. Planning

- *Is the plan for a new building or an existing structure?*

An institution may be designing a disaster-preparedness plan for a building which is being newly constructed, in which case many features can be designed in during construction.

But more probably an institution will be designing a plan for existing buildings, and what it is possible to achieve may be constrained by architectural and engineering factors as well as by financial considerations.

– *Is the plan for a self-contained building or part of another structure?*

The plan may be for a self-contained, free-standing building, of which the library or archive is the sole occupant, in which case the administration of the institution will have a free hand in designing a plan.

**Or**

The library or archive may be in a self-contained building which is nevertheless physically a part of another adjacent structure: in which case the circumstances of the neighbouring building will have to be taken into account.

**Or**

The library or archive may only be a section/set of rooms within a larger containing building. In which case much of the detail of the plan will be dictated by the circumstances of the containing structure.

– *How much independence of decision-making does the organization have?*

The library or archive may be administratively independent and able to implement its planning decisions without consultation.

**Or**

It may be administratively dependent, and any decisions and implementation will have to be accommodated within the larger administration.

## 2. Response

There will be variations in the circumstances of an actual disaster which will affect how an individual institution can implement its disaster reaction plan and its recovery from disaster.

– *Is the disaster local or regional?*

A disaster may be confined to the institution concerned, for example a flood or fire within its buildings, and the disaster recovery plan can then be implemented with the expectation of help and support from the various agencies and specialists identified in the plan.

**Or**

The damage to a particular institution may be part of a region or nation-wide disaster, such as a hurricane or cyclone, an earthquake, a tsunami. In this case emergency services will be fully occupied in saving lives and property on a wide scale, services such as electricity may be unavailable for days, and the staff of the institution itself will be concerned about their own and their families and properties.

– *Is the location of the institution central or remote?*

An institution may be centrally located in a city with the emergency services (fire and rescue) only a few minutes away, and other advice and resources also close by.

**Or**

It may be located some considerable distance from the emergency services and other resources and have to be much more dependent for a longer period of time on its own unaided efforts.

– *Thus, although it can be very helpful*

- to look at existing disaster plans that have been devised by other institutions
- to read the accounts of specific responses to actual disasters by other institutions
- to take advice from existing disaster planning manuals (of which a number of good examples are included in the list of references below).

Nevertheless each individual institution should undertake a careful examination of its own particular circumstances and requirements, and then draw up a disaster preparedness plan to meet these particular individual needs.

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These guidelines are not intended to provide a specific model to be followed: rather they identify questions that each institution should consider while drawing up its own individual plan, and to which they should devise answers corresponding to their own perceived needs and circumstances.

It will be best for an institution to prepare for 'worst-case' scenarios: it will then be easy to scale down a response to cope with a more limited incident.

Remember that many disasters occur during the hours when a library or archive is not actually open: ensure that your alarm systems and response procedures will be capable of operating 24 hours a day.

These guidelines fully appreciate that in many countries resources may be inadequate to implement many of the suggestions made. A distinction is therefore made in recommendations between use of the term 'ensure' (meaning "make every attempt to follow") and the terms 'consider' or 'if possible' (meaning that the recommendation which follows is significant but it is realised that in many instances it may not be affordable or otherwise possible).

## **RISK ASSESSMENT (IDENTIFYING THE SOURCES OF POTENTIAL DISASTER)**

Before writing a disaster preparedness plan, every institution should carry out a detailed assessment of the occurrences that are most likely to pose the greatest threats to the institution and its collections, and of the structures that already exist within the institution to respond to these. Risks should be identified and graded according to their likelihood and potential severity.

### **1. Assessing risks**

Implement an intellectual assessment, associated with physical surveys of the institution's potential vulnerability to various risks.

#### **a. Risks from outside the building**

Assess these in relation to

- The institution's topographical location and the region's prevailing climatic and geologic character, taking account of the local occurrence and frequency of storms, hurricanes, earthquakes etc. Considering the likelihood of the building being affected by
  - storm damage (note proximity to trees and to other buildings and structures)
  - flooding (note proximity to the sea, to rivers, gullies etc.; also the level of the local water table)
  - structural damage from earthquakes, tsunamis, landslides, eruptions.
- The proximity of potentially damaging human activities such as
  - commercial or industrial installations with risks of fire, explosion or pollution (chemical plants, paint stores for example)
  - highways, railroads, aircraft flight paths
  - potential targets of civil disturbance or terrorism (for example government buildings, broadcasting stations, military installations).

#### **b. Risks from the building structure and services**

Assess these in relation to the quality and weather resistance of the building fabric, especially of potential weak points such as roofs, doors, windows, skylights, areas below ground level etc.



- Fire risks from
  - electrical circuits and/or gas installations
  - machinery and equipment (computers, photocopiers...)
  - laboratories within the institution (for preservation, microform production...)
  - flammable compounds (gas cylinders, paints, cleaning fluids, chemicals...).

N.B: if the holdings include any nitrate films (i.e. any films created between 1890 and 1950), isolate these immediately and seek expert advice.

- Flooding risks from water carrying installations such as
  - guttering on roofs
  - water pipes (for example to washrooms, lavatories) and drainage systems
  - air conditioning (cooling, heating, ventilating) systems
  - fire suppression systems.
- Risks from human error and carelessness
  - smoking by individuals
  - leaving water taps turned on
  - maintenance or new building works being undertaken by contractors.

c. Risks from human interference by persons or groups (arson, vandalism, civil disturbance, terrorism).

Assess these in relation to

- the institution's existing security arrangements and human access
- the local political situation
- documents in the collections which might be particularly sensitive in political or religious terms.

Remember that risk assessment is not a once and for ever exercise. Many of the factors and circumstances given as examples above will change over time, and will need to be re-assessed. Consider implementing at least an annual re-assessment, and be aware of the need to re-assess immediately to consider the implications of a particular development (for example opening of a new highway, building of a new adjacent factory, acquisition of an important new collection).

## 2. Assessing existing response procedures

The risk assessment exercise should also identify and assess all the structures and procedures to protect against and respond to disasters that already exist within the institution (and the individual staff currently responsible for these), such as

- security (for example control of human entry to the building, patrolling of the exterior and interior, patrolling during hours when the building is closed, links via alarms with the fire and security services)
- storage facilities (rooms and their access, existing shelving, cabinets, cupboards, boxes etc.)
- cleaning practices (for the interior: rooms, storage, documents and other materials; for the exterior, for example provision for cleaning guttering, flat roofs etc.)
- fire safety precautions, warning and suppression systems, staff training (for example fire-drills).

And full account must obviously be taken of existing staff numbers and levels of training, the institution's financial resources, the availability (or lack) of specialist facilities and expertise within the region or country.

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### 3. Fire and water

The guidelines that follow concentrate especially on attempts to prevent, and on recovery from damage associated with fire and water.

Fires are one of the most frequent sources of damage in libraries and archives. They can be caused by natural phenomena (lightning, flooding of electrical systems, bush fires) or by human attack (arson), but the great majority of building fires are caused by some malfunction of the electrical wiring and equipment within an institution, or by human carelessness.

Water damage can come from external sources (rivers, storms, overflowing drainage systems); from internal sources (burst water pipes due to system malfunction, or to being fractured by earthquake or by the impact of vehicles, trees, etc.); and from the water used to extinguish fires. Much of the disaster recovery literature is concerned with the problems associated with removing, drying and restoring water-damaged materials.

In the 2004 IFLA-PAC Survey of Disaster Planning in National Libraries (see "International Preservation News" n°34, 2004, pp. 23-38), 61% of respondents cited fires as the disaster they considered most likely to occur, while 41% cited floods.

### PREVENTION AND PROTECTION (MANAGING THE DISASTER RISK)

Prevention is concerned with measures to prevent an event happening.

Protection is concerned with measures to limit the damage to collections if an event does happen.

A risk assessment exercise will have produced a list of identified risks, and should include priorities for attention in relation to

- the most likely risks
- the perceived inadequacies to meet these of the existing building structure and systems, and of existing management procedures.

Note that many of the recommendations below involve arranging for regular inspections of the building and its services. Ensure that a detailed record is kept of all such inspections so that it can be referred to in the future and 'weak points' and recurring problems can be identified.

Specific actions should be considered in relation to various factors.

#### 1. The vicinity of the buildings

- Consider the erection of barrier walls, culverts (drainage ditches) and similar structures to divert and/or delay flooding, landslides and the impact of vehicles on buildings. If not already in place, consider fitting storm shutters and similar devices to windows and doors.
- Ensure that the appropriate civic and commercial authorities responsible for the water and electricity supplies, sewage and drainage systems, highway maintenance etc. regularly check their systems.
- Cut back or remove tall trees (potentially damaging to structures in storms) and bushes (potential shelter for vandals, fire risk).
- Install external security lighting or review and ensure its proper maintenance if it is already installed. Consider installation of a secure external perimeter fence and/or perimeter intrusion alarms, if possible and appropriate.
- Establish and maintain a continuing dialogue and exchange of information with the occupants and owners of nearby buildings and ensure their participation and cooperation in the measures discussed immediately above as well as in many of the activities recommended below. If possible, exchange copies of completed disaster plans.

## 2. The building structures

- Ensure regular inspection by construction engineers: if necessary consider implementing structural reinforcement.
- Ensure regular inspection by security and cleaning staff especially of areas of weakness to wind, water and unauthorised human access (roofs, skylights, doors, windows, water pipes etc.) for 'danger signs'.

## 3. Security

- Exercise proper control over the issuing and returning of keys.
- Ensure proper checking systems for all persons entering and leaving the building. Have as few entrance and exit points as possible, ideally only a single one.
- Establish and observe strict procedures for closing down and locking up at the end of the working day.
- If possible employ a 24 hour human security presence that regularly patrols throughout the building rather than merely sitting in an office.
- Take special precautions when non-staff members such as building contractors are working in the building. Ensure that there is full awareness of their exact location at all times, and of any potentially hazardous equipment that they may be using.
- Consider installing intruder alarms.
- Ensure that records are maintained of all security incidents so that patterns can be detected and improvements can be recommended.
- If located in an area prone to armed conflict, consider joining with other cultural institutions to press your national government to create a National Blue Shield Committee (see at <http://www.ifla.org/VI/4/admin/protect.htm>).

All mechanical/electronic systems installed for any of the above purposes need to be operational 24 hours a day, 7 days a week, 52 weeks of the year and regularly tested and maintained. They also need to be able to be heard, for example switched to sound in the local police or fire station, or in the homes of the institutions' staff during the hours when the building is closed.

## 4. Storage systems

- Store all material at least 150 mm above floor level to delay the effects of flooding.
- Avoid top floor storage if possible.
- Consider the relative advantages and disadvantages of wooden shelving (which will burn in place while retaining its contents, but is subject to insect attack in tropical areas) versus metal shelving (stronger, but will buckle under heat and discharge its contents).
- Provide water barriers (canopies, hoods, plastic sheeting) over the tops of shelving.
- Use as many 'barrier systems' as possible and affordable (for example boxes for documents, drawers for maps, prints and plans, filing cabinets for slides, films, photographs) which will give some protection against fire and water and slow down their impact. Ensure that all such enclosures have external waterproof labels.
- Consider the use of fire-proof safes for the most valuable material or at least lockable storage.

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## 5. Insurance

Arrange affordable cover for all items for which local insurance companies will provide cover, for example for

- costs of labour and equipment associated with response to an incident
- employment of expertise for recovery and conservation treatment
- use of external freezing and drying facilities
- repairs to building structures
- replacement of shelving, electrical equipment, furnishings, etc.

Note that in many countries insurance cover is often not available for the replacement of documentary holdings.

## 6. Water: protection

- Ensure regular maintenance of all water carrying systems. Ensure the existence of numerous flow-control valves (stopcocks), and that the location of these is widely known by the staff. Install taps (in basins, sinks) that turn off automatically.
- Consider the re-routing of systems (e.g. of pipes running directly above the collections). If this is not possible for financial or engineering reasons, consider the installation of a 'barrier system' such as boxing in pipes, and/or relocation of collections to a safer position.
- Implement regular relative humidity checks within the building especially within areas seen as vulnerable to damp (for example below ground level).

## 7. Fire

### a. Protection

- Implement the regular inspection and maintenance of electrical circuitry and of all electrical equipment, and keep detailed records of all inspections and resulting work.
- Ensure that all machinery such as computers, photocopiers etc. is isolated from document storage areas and is turned off overnight, preferably automatically. Ban the use of unsupervised personal electric equipment such as electric kettles.
- Consider the installation of as many fire doors and barriers as possible to isolate fires and slow down their spread as well as the installation of local electrical circuits for each room/ storage area with the capability for these to be isolated.
- If not already in place, institute and enforce non-smoking regulations for staff and users.
- Ensure proper supervision of all contractors and maintenance staff especially if they are using welding equipment, blow-torches etc.

### b. Detection

Consider the installation of detector systems triggering an automatic alarm. If installed, prefer smoke detection systems to heat or flame detectors as likely to be more sensitive to the combustion of documents.

### c. Suppression

Remember that a hi-tech system can very often equal low availability, because of problems of erratic power supplies, and the lack of good local maintenance facilities. The manual options of buckets of water and working fire extinguishers are far preferable to an unreliable automatic system.

Consider the installation of automatic fire suppression systems.

– Gaseous systems

These are suitable for small and confined areas and cause less damage than water to equipment (for example to computers), but need to be supported by water-based systems for large areas. Check what chemicals are allowed to be used in such systems by local health and safety regulations. Carbon dioxide (CO<sup>2</sup>) is the most usual.

– Water-based systems

In many countries the debate still continues about the appropriateness of automatic water-based extinguishing systems, because of the deliberate introduction of water to documents. See the arguments in the sources listed in the bibliography, take advice from other professional institutions, and consider factors such as the distance of the institution from the nearest emergency services.

– Automatic systems

- Consider the advantages and disadvantages of ‘mist’ systems (potentially less damaging to materials) versus ‘water’ systems (speedier in effect).
- Consider the advantages and disadvantages of ‘wet-pipe’ sprinkler systems (pipes in the system are always filled with water, allowing speedy reaction times) versus ‘dry-pipe’ sprinkler systems (water only enters the pipes when the alarm system is activated; this means slower reaction times but is less liable to leaks, accidental damage).
- Prefer ‘local response’ sprinkler heads to target the specific source of the fire and reduce water damage elsewhere by too many sprinkler heads being turned on unnecessarily.
- If fire suppression systems are installed or are already in place, take regular expert advice on whether they are still adequate: this is a fast moving field (note for example the development of hypoxic air-venting systems).

Ensure there is an adequate supply of hand-held extinguishers at ‘fire points’ throughout the buildings, clearly indicated. Both water and carbon dioxide (CO<sup>2</sup>) extinguishers should be available at each fire point. Only carbon dioxide (CO<sup>2</sup>) extinguishers should be used on fires of an electrical origin.

- All extinguishers need to be regularly tested, refilled and replaced.
- All staff should have regular compulsory training in the use of extinguishers.

Ensure that there is clearly signed and easy access to water hose reels or standpipes (taps) to which hoses may be connected.

Many institutions will lack the human and financial resources necessary to implement a complete prevention/protection programme, so there is a need to prioritise (for areas with more important or vulnerable collections for example).

## PREPAREDNESS (GETTING READY TO COPE)

### 1. Draw up a disaster preparedness plan

This should reflect the risk assessment and available resources but be prepared to present arguments for greater resources if your assessment leads you to decide that you need them.

- Appoint a named team leader/disaster plan coordinator. Much of the success or failure of implementation of the plan will depend upon the commitment of the holder of this post, who should be a senior staff member, capable of meeting and negotiating on equal terms with other senior management within the institution, and with the authority to mobilize staff and allocate funds in the event of a disaster.

- 
- Appoint named staff (and deputies in case of their absence) to other leadership positions within a ‘disaster response team’ and define their roles.

Remember that there are many roles that will have to be filled, and ensure that there are named individuals with allocated responsibility for at least the following. In institutions with small staff numbers, some individuals of course may have to fulfil several roles.

## 2. Roles of disaster response team members

- Declaring the state of emergency and implementing the plan
- Directing the recovery team(s)
- Dealing with the computer and telecommunication systems
- Dealing with the media (‘press officer’)
- Dealing with insurers and processing claims
- Acquiring/hiring specialist recovery equipment
- Contacting freezing facilities and specialist expertise, etc.

Appoint named staff to support membership of the team(s) and outline their roles.

Establish responsibilities of all staff in the institution, including those who are not named members of the ‘response teams’.

Ensure that key members of the team are not absent from the institution (on leave, at a conference) simultaneously.

## 3. Availability of the plan

Ensure that the plan is printed and widely available. Some copies should be readily available off-site in case of an actual emergency – for example in disaster team members’ own homes.

Some copies should be in plastic sleeves or laminated so that they can be used in an emergency involving water.

The plan should be distributed

- to all staff of the library or archive
- to the administration responsible for the institution
- to the relevant emergency (fire and rescue) services
- to the administration of neighbouring buildings
- to the insurers
- to other libraries, archives and other cultural institutions who might be involved in cooperating in response.

Note that there may be confidential details in the plan that should be in a separate section not circulated to outside agencies.

## 4. Revision of the plan

Establish a formal mechanism for regular revision of the plan. Circumstances will constantly change in relation to the building, its collections, staff, suppliers etc. Aim to review every three months with a major revision every year.

The existence of a formal written plan which clearly outlines procedures and responsibilities, and has formal approval from the institution’s administration, is significant evidence that disaster preparedness is an integral part of the institution’s management processes and responsibilities.

## 5. Staff training

Hold regular compulsory staff awareness and training sessions. It is very important to maintain a good continuing level of awareness, commitment and enthusiasm.

- Regular discussions

Use press clippings, pictures and videos of relevant disasters in other institutions as a basis (“Learning from other’s misfortunes.”).

- Practice sessions or “mock disasters”.

Simulate a variety of actual emergencies. Link to fire drills. If possible involve the emergency services. Ensure that all staff members are trained in use of fire extinguishers appropriate to the origin of the fire, and that all are aware of the position of water stop-cocks and electrical main switches.

- Make special efforts to involve the cleaning and security staff, emphasising the significance of the daily surveillance of the building and the collections necessitated by their jobs which allows them to notice potential problems.

- Identify and sensitize a potential volunteer ‘workforce’ outside the immediate staff of the institution which could be used for evacuation and salvage (for example staff of the parent institution, student body in a college or university...). If possible involve these in practice sessions.

- Ensure that the senior management in the institution’s parent body and especially those responsible for funding the institution are kept regularly aware of disaster preparedness activities.

## 6. Identify priority material for salvage

List it and mark its location on building plans.

- Be realistic and pragmatic in assigning material to this category. ‘Vital records’ (documents without which the institution and its parent body would be unable to function) are obviously the major candidate. For other materials, consider factors such as irreplaceability, level of use, and availability elsewhere rather than merely intrinsic or monetary value.

- Ensure that the relevant emergency services are aware of the priorities and that the items/storage areas concerned are indicated physically as well as marked on plans (for example by the use of fluorescent strips on shelving/cabinets). But note that this may indicate an institution’s most valuable materials to thieves and vandals.

- Consider making duplicate copies of certain key materials (for example vital records, catalogues, finding aids) and store these physical or electronic copies elsewhere than in the building. Ensure that all electronic data (including software) is regularly backed up and is stored off-site and ideally is also available on a server at a remote host.

## 7. Maintain and update appropriate documentation to support the implementation of the plan

Ensure copies are readily available to all staff and to emergency services. Copies of these documents should also be available in plastic protective folders so that they can be safely handled during an actual emergency.

- Building plans

As a minimum these should clearly show all means of access (doors, windows, skylights, stairs, lifts); the main paths of all service systems (electricity, water, etc.) with stopcocks, fuse boxes and other isolating systems, and the location of all electrically operated equipment; the location of all fire suppression devices (extinguishers, automatic sprinkler heads, taps for hoses); the location of the main divisions of the stock by category (books, files, maps, microforms, CD-ROMS etc.) and the location of priority materials for salvage.

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– Contact details

(home addresses, land and mobile phone numbers, fax and e-mail addresses) for all staff on the disaster reaction team, also for outside agencies, expertise, etc. These details in particular will need to be updated very regularly.

## 8. Establish and maintain links with outside agencies and individuals

– Emergency services (local fire and rescue/emergency services).

Ensure that the key figures in these services (those in charge of the teams who would actually be called out to deal with your emergency) are familiar with your premises and collections, and are provided with copies of your disaster preparedness plan and all its revisions, and your building plans. Remember that personnel in the services will change and maintain regular contact (“Take a fireman to lunch.”).

– Insurers

Keep them informed of all changes in circumstances (any building developments, acquisition of significant new collections, etc.).

– Commercial or industrial freezing facilities

They will be of use for taking in, freezing and storing wet materials. If there are no specialized facilities with experience in serving the library and archival community available try food supply agencies, butchers, supermarkets, etc. Consider entering in to a financial contract with such facilities to ensure the availability of space if and when needed.

– Transport

For taking wet materials to freezing facilities. If long distances will be involved, consider hiring transport with its own freezing facilities.

– Expertise

Specialists who can provide advice on salvage and recovery, both in general and for particular specialized categories of material such as prints and drawings, photographs, moving image films, electronic data, etc.

– Suppliers of emergency equipment

Bulky and expensive items such as generators, water pumps, fans which will need to be hired to recover after an emergency.

– The local community and residents

They are a potential volunteer workforce for salvage after a disaster. If appropriate (for example an academic library in proximity to student halls of residence, a government archive near a military base, establish training programmes in salvage recovery using the personnel). Remember that in a general disaster your institution may be able to offer help to the community in return (shelter for example). Emphasise the ‘partnership’ aspect.

– Other libraries, archives and other cultural institutions (museums, galleries...) in the city, region and/or country. This can enable benefits such as

- sharing of information in individual disaster plans (perhaps even cooperation in drawing these up)
- sharing the costs of equipment (for example of fans, pumps, specialist freezing facilities) which could be collectively owned for use by all
- availability of help from other institutions if a disaster befalls. This could involve manpower, expertise, equipment, availability of premises for recovery, etc.
- collaboration in joint appeals to local or national governments (for example for the formation of a National Blue Shield Committee).

## 9. Collect and maintain supplies of emergency equipment

The less bulky and cheaper items of the ‘mops and buckets’ nature (see the Appendix for some suggested items). List these supplies, check regularly to make sure they are still present



and in working order and keep several collections (ready packed in easily movable plastic containers, such as wheeled bins, trolleys, etc.) in different parts of the building.

#### 10. Arrange for immediate contingency funding

Funding should be available from the institution's parent body if disaster strikes. This will be needed for

- hiring emergency equipment
- hiring space in freezing facilities and transport to transfer material to these facilities
- feeding and supporting the disaster teams and the workforce
- obtaining specialist conservation advice
- drying and restoration.

Ideally a special designated fund should be created, and maintained over the years to be instantly available to meet the expenses incurred as the result of a disaster. It may however be difficult to protect such a fund if it is seldom or never used, and the institution needs funding for other activities. Failing the existence of such a fund, a specific written agreement to provide emergency funds should be secured from the institution's funding body, and the disaster plan coordinator/head of the disaster team should have the status to authorise immediate expenditure.

If there is resistance from senior management to the provision of funds for disaster preparedness, suggest that those concerned imagine a scenario where a disaster deprives them of key items and services for a prolonged length of time, and invite them to cost out this scenario. An awareness arrived at by management themselves rather than presented to them can be very persuasive.

#### 11. Identify and make appropriate arrangements for a 'recovery' area

It will be a place where salvaged material can be moved and which can be used for air-drying, packing material for freezing, etc. This may be elsewhere on the institution's own site, or in a neighbouring institution (another library or archive, a school, a gymnasium, a sports centre...).

#### 12. Draw up various scenarios for re-establishing some level of service to users as soon as possible after a disaster

For example, this can be achieved in collaboration with another institution. This will obviously be dependent on the extent of the disaster, damage to the building, whether it is a local or regional disaster.

### REACTION AND RESPONSE (WHEN DISASTER STRIKES)

- Remember that the safety of human life is always the chief priority in any emergency.
- Remember that the institution will always have to defer to the emergency services on safety issues.
- Remember that the nature of the response will be dependent on whether it is a disaster that affects only the institution concerned or whether it is a disaster affecting the whole region/country (hurricane, earthquake for example). Be as prepared as possible to "go it alone" if necessary.

#### 1. Primary response

– Raise alarm, contact appropriate members of staff and appropriate emergency services. Remember that disasters that occur outside normal opening hours of the institution will

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probably be discovered by security or maintenance staff, ensure that they are properly briefed on notification procedures.

– Evacuate building. If appropriate and safe take local remedial action (for example, turn off water, use fire extinguishers).

## 2. Main disaster response

Leader of disaster response team should assess the situation, in association with the emergency services, to determine appropriate level of response, and the leader and other designated members of the team should arrange contacts as necessary with

- other staff
- potential volunteer workforce
- external agencies
- insurers
- expertise.

Initial assessment may only be possible from outside the building because of the nature of the disaster, and may need to be followed up by a further assessment when the emergency services allow re-entry to the site.

## 3. Salvage

Remember that “More haste means less speed”. Although there will be psychological pressure to remove damaged materials as soon as possible, it is vital that the situation is properly assessed, and the site stabilized before commencing salvage. In particular, it is very important to ensure that all materials removed from the site are properly listed and their containers labelled so that they can be readily traced afterwards. An organization may need to have access to its ‘vital records’ long before the building to house them is restored.

When allowed to re-enter the site by emergency services, various measures should be taken.

**a.** Re-assess the situation and the needs.

**b.** Keep a record of all activity and all expenses. Photograph/video the site and the damaged materials before taking any action for the benefit of insurance and later analysis. Continue to make a photographic record throughout the whole salvage process. Retain all invoices for extra expenditure incurred.

**c.** Stabilize the environment

- Ensure all electricity is turned off at the mains.
- Protect non-damaged materials from the elements (with plastic sheeting for example).
- Ensure security of the site from theft, looting (barriers, protection by security staff).
- Ensure that water is pumped out.
- Employ fans, de-humidifiers, heaters etc. as appropriate to achieve and maintain acceptable environmental levels. If possible ensure that this can be checked by setting up equipment to take regular readings of temperature and relative humidity.

**d.** Prepare for removal of water-damaged materials

- Mobilize and brief the workforce for removal under supervision of staff leaders.
- Remind the recovery team of the many potential hazards, (unstable building structure, unstable shelving, slippery and uneven floor surfaces, contaminated water for example).
- Ensure that all personnel are properly clothed: boots, gloves (site may be contaminated by mud, sewage, etc.), face-masks if necessary.
- Follow agreed priorities for what to salvage first.

**e. Relations with the media**

Have the designated 'press liaison officer' issue regular statements to the press and the broadcasting services :

- to elicit sympathy and support from the community at large and from potential donors for restoration, re-building projects, etc.
- to keep the institution's users informed on the damage to collections and on the progress towards re-opening services
- information should also be placed on professional web sites (library and/or archival discussion lists for example).

**f. Support for staff and workforce**

- Arrange regular rest breaks, food and drink and realistic working hours for all those working on the recovery process, and if necessary appropriate shelter (tents, blankets, etc.).
- Arrange regular briefings so that all are aware of progress and of problems still to be faced, and of the significance of their own contribution.
- Ensure that voluntary helpers are paid or otherwise recompensed.
- Remember that the staff of the institution itself may suffer considerable psychological trauma at seeing the destruction of their work environment: consider arranging appropriate counselling.

**g. Move water-damaged materials to pre-selected recovery areas**

Remember that wet paper is very fragile.

- Move items individually.
- Move material lying on the floor first, and then move materials from top shelves, working downwards.
- Follow a clear sequential sequence for removing material to improve tracking/intellectual control. Careful training beforehand in this and good supervision during the actual process can significantly reduce post-recovery time and costs where materials have to be traced and identified.
- Leave closed volumes closed and open volumes open. Do not separate volumes or single sheets that are stuck together.
- Do not touch the surfaces of any photographic materials.
- Hold closed soiled volumes closed and rinse in clean, moving water (with a hose). More elaborate cleaning of smoke-damaged materials for example should be left until materials are being dried.

**h. Sort materials in the recovery area for methods of treatment**

The major decisions to be made for paper-based materials are whether to attempt to clean and dry them on site, or whether to remove them to a freezer plant where they can be frozen and treated later. The decisions made will depend on

- the volume of material involved
- how wet, dirty and contaminated the materials are
- the nature of the material: soluble inks (manuscript inks and some printing inks) and coated papers are both better frozen if possible
- the availability of accessible and affordable freezing facilities
- whether the disaster is a local one, or whether it is more widespread in which case external facilities even if they exist may be unavailable.

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**i. Treatment of wet materials**

- For slightly wet materials (but not those with soluble inks or on coated papers)
  - Use air-drying.  
This can often be performed on-site, although it needs space and is labour intensive.
  - De-humidify the drying environment and circulate the air as much as possible with fans. Keeping the air moving discourages mould growth as well as speeding up the drying process.
  - Spread out material (on trestle tables for example).
  - Absorb excess moisture by wiping gently with clean sponges or absorbent paper.
  - Bound volumes: stand upright with pages fanned out (outsized volumes or those with limp covers will need support); or interleave with absorbent paper (for example clean newsprint, thin blotting paper) and submit to pressure, regularly changing paper. Loose documents and single leaves: if possible spread out on absorbent paper on horizontal racks or hang over cotton clothes lines.
- For very wet materials, single sheet materials that are stuck together and all those with soluble inks or on coated papers, send for freezing (if available and affordable). Very wet material is likely to develop fungal growth within 48 hours or less.

Cold store freezing stabilizes material indefinitely and allows it to be retrieved later in manageable quantities for drying.

- Pack material individually (so far as possible) in plastic bags and wrappers and place in plastic boxes. Pack books spine down.
- Use containers that are easily moved and water resistant (plastic trays or crates, standard archival boxes lined with plastic). Avoid filling them too full, so that they can be easily handled.
- Label material and keep records
- Ensure that every container of material sent for freezing or any other treatment is clearly labelled with waterproof markers indicating the name of the institution and the contents of the container (file numbers, call numbers, shelf numbers etc. to retain intellectual control).
- Ensure that a record is kept at the institution of all material sent off-site. Consider having prepared forms available to be filled in. Spending time at this stage will save time later.

Arrange transport of materials to a pre-arranged freezing facility. If the journey is of several hours duration consider arranging for vans/trucks with their own freezing facilities.

- For photographic and electronic materials

It is always safer to seek specialist advice if this is available. In many photographic processes there is a wet stage during production, therefore it is often possible to treat photographic items with cold clean water.

Negatives (including silver halide film and fiche), magnetic tapes and photographic prints can be washed and air dried emulsion side up. Silver halide microfilm can be held temporarily in buckets of cold water, and then sent to a film processing laboratory.

## RECOVERY (GETTING BACK TO NORMAL)

### 1. Services to users

Attempt to re-establish some level of service to users, if necessary in alternative accommodation, as soon as possible

- for the sake of the public profile of the institution and to generate support

- for the psychology of the staff
- and of course for the convenience of users.

## 2. The building

- Seek expert advice from structural engineers, architects on the possibilities for restoring the damaged premises.
- Get estimates for the costs involved.
- Set in motion applications for financial support to carry out restoration.
- If some or all of the buildings are deemed impossible to repair, set in motion the search for alternative accommodation, consideration of constructing new buildings, etc.

## 3. The collections

Continue to dry the wet-damaged material. Consider freeze-drying and vacuum-drying if such technical facilities are available and affordable. Otherwise, air-dry, in manageable batches, material previously stabilized by freezing. Once material is dry, seek expert advice from conservators on particular problems. If there is a large quantity of material requiring specialist treatment, prioritise and box the lower priority material to be dealt with when time and funding allow.

For all material requiring specialist treatment consider replacement if this is feasible (by purchase of new copies of originals, or surrogate copies on microfilm or in digital form) or disposal rather than treatment, using the criteria of relative costs and time.

## 4. Insurance

Negotiate with insurers, as real costs become evident. Use the written and photographic records made during the reaction and response phase.

## 5. Analysis of the disaster

- Hold de-briefing sessions to assess the successes and failures of the prevention systems and of the disaster response plan. Be critical, but realistic: if the disaster was part of a nationwide incident, many planned responses will have been impossible.
- Use photos, videos, reports from team leaders, discussion with all staff, as basis for devising an improved response to future incidents. Following discussion, organize this data in to a usable source for future training and response.
- Write up a detailed formal report to be submitted to the institution's senior management and funding agency, to insurers and to potential donors for reconstruction/rebuilding, and that can be consulted in the future.
- Re-draft the disaster response plan in the light of the experience.
- Contribute to the awareness of fellow professionals. Consider making details of the incident and the institution's response widely available to other libraries and archives, by writing articles in journals and giving papers at conferences for example. Put details on a website.

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## APPENDIX

Examples of emergency equipment and supplies to be assembled and maintained by the institution. Keep in wheeled containers. Note that some of these items will have a limited 'shelf-life' and will have to be renewed and replaced.

Equipment for protection of the salvage team

- Protective clothing: overalls/coveralls/plastic aprons
- Rubber boots (various sizes)
- Rubber gloves (various sizes)
- Safety helmets
- Face masks (for protection against dust/fumes)
- Protective goggles
- First aid supplies
- Badges identifying team members for organizing the work force

Equipment for facilitating work

- Torches
- Portable lamps (head lights)
- Electric extension cables (to run lighting, pumps, fans etc, when a safe source of electricity is established.)

Equipment for removing water and drying out (larger versions will probably have to be hired/borrowed.)

- Water-pumps (hand operated)
- Wet/dry vacuum cleaners
- Hoses (for cleaning materials, not extinguishing fires), water spray bottles
- Electric fans
- De-humidifiers
- Mops and buckets

Equipment and materials for packing, labelling and removing documents etc.

- Polythene crates
- Polythene sheeting (both pre-cut and rolls)
- Polythene bags (various sizes) – both for holding documents and for rubbish disposal
- Kitchen towels
- White blotting paper
- Clean newsprint
- Silicone paper
- Sponges
- Notepads
- Permanent marker pens
- Self-adhesive waterproof tape and labels
- Scissors, knives, string, adhesive tape

Equipment for recording the damage scene and recovery activities

- Pre-printed damage record lists
- Camera
- Video camera
- Tape recorder
- Batteries, films and tapes for these.

SOURCES OF INFORMATION/RÉFÉRENCES BIBLIOGRAPHIQUES/REFERENCIA

INTRODUCTORY GUIDES - MANUELS D'INITIATION - GUÍAS INTRODUCTORIAS

1. Brief introductions to the issues are contained in:

**Les publications suivantes constituent de brèves introductions aux sujets traités :**

Las siguientes publicaciones contienen introducciones breves de los temas:

IFLA. Section on Preservation and Conservation. *Library disaster planning*, comp. Maria Skepastianu with the assistance of Jean I. Whiffin. The Hague: IFLA, 1995. 8 p.

Pamphlet with a checklist of basic considerations. Also pub. *International Preservation News*, 1996, n° 13, p. 14-15.

**Brochure qui répertorie des principes de base. Egalement publiés dans *International Preservation News*, 1996, n° 13, p. 14-15.**

Folleto con una lista de verificación de las consideraciones básicas. También pub. *International Preservation News*, 1996, n°13, p. 14-15.

LYALL, J. Disaster planning for libraries and archives: understanding the essential issues, in *Proceedings of the Pan-African conference on the preservation and conservation of library and archival materials, Nairobi, Kenya: 21-25 June 1993*. The Hague: IFLA, 1994. p. 103-112.

Also available at <<http://www.netpac.com/provenance/vol11/no2/features/lyall1.htm>>

**VARLAMOFF, Marie-Thérèse. De l'utilité des plans d'urgence, *Alexandria*, 2004, n° 16, p. 143-151.**

2. Longer overall treatments are:

**Les sujets sont développés plus longuement dans :**

Tratamientos globales más extensos:

ASHMAN, John. *Disaster planning for library and information services*. London: Aslib, 1995. (Aslib Know-how series). 51 p.

INTERNATIONAL COUNCIL ON ARCHIVES (ICA). Committee on Disaster Prevention. *Guidelines on disaster preservation and control in archives*. Paris: ICA, 1997. 44 p.

- [Portuguese ed.]. *Directrizes para a prevenção e controlo de desastres em arquivo*, trans. R.L. de Sousa Branco, ed. Maria Luisa Cabral. Lisboa: Biblioteca Nacional, 2000. 78 p. (Publicações Técnicas sobre P&C, 1)

MATTHEWS, Graham and FEATHER, John eds. *Disaster management for libraries and archives*. Aldershot: Ashgate Publishing, 2003. XVII-236 p. illus.

A general discussion of issues which looks at the theory as well as the practicalities.

**La question est traitée de façon à la fois théorique et pratique.**

Discusión general de los problemas que trata tanto la teoría como la práctica.

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3. Recent international conferences focusing on disaster preparedness and including papers on a wide variety of topics are:

**Actes de conférences internationales récentes sur la prévention des catastrophes qui comprennent des articles sur une grande variété de sujets :**

Conferencias internacionales recientes enfocadas en la preparación para desastres que incluyen documentos sobre diversos temas:

*Memory of the world at risk: archives destroyed, archives reconstituted.* Munich: K.G. Saür, 1996. (*Archivum*, 42). IX-359 p.

Includes case studies from 15 countries.

**Comprend les études de cas de 15 pays différents.**

Incluye estudios de casos de 15 países.

*Preparing for the worst, planning for the best: protecting our cultural heritage from disaster: proceedings of a special IFLA conference held in Berlin in July, 2003*, ed. Johanna G. Wellheiser and Nancy E. Gwinn. Munich: K.G. Saür, 2005. (IFLA publications, 111). 192 p.

Includes contributors from 13 countries.

**13 pays ont participé à cette conférence.**

Incluye colaboradores de 13 países.

## DISASTER PREPAREDNESS MANUALS - GUIDES SUR LA PRÉVENTION DES CATASTROPHES - MANUALES DE PREPARACIÓN PARA DESASTRES

1. Detailed manuals published since 2000 are:

**Manuels détaillés publiés depuis 2000 :**

Los manuales publicados desde 2000 son:

ALIRE, Camila, ed. *Library disaster planning and recovery handbook*. New York: Neal-Schuman, 2000. XXVI-616 p. illus.

Written by the staff who were responsible for the recovery from flood damage in 1997 at the Colorado State University Library.

**Elaboré par l'équipe responsable de la remise en état après l'inondation survenue en 1997 à la Bibliothèque universitaire du Colorado.**

Preparado por el personal responsable de la recuperación de los daños causados por las inundaciones en 1997, en la Colorado State University Library.

KAHN, Miriam. *Disaster response and planning for libraries*. 2<sup>nd</sup> ed. Chicago, IL: American Library Association (ALA), 2003. IX-152 p.

An instruction manual for writing a disaster plan covering the essentials of prevention, planning, response and recovery.

**Guide d'élaboration du plan d'urgence qui aborde des thèmes essentiels : prévention, programmation, réaction et remise en état.**

Instructivo para elaborar un plan de emergencia que cubre los aspectos básicos de la prevención, planificación, respuesta y recuperación.

WELLHEISER, Johanna and SCOTT, Jude. *An ounce of prevention: integrated disaster planning for archives, libraries and record centers*. 2<sup>nd</sup> ed. Lanham, MD: Scarecrow Press/Ottawa: Canadian Archives Foundation, 2002. XVI-283 p.



A very clearly structured work, and probably the most essential single source.

**Un ouvrage très bien structuré et probablement le plus essentiel.**

Trabajo muy claramente estructurado y probablemente la publicación individual más fundamental.

2. Older manuals which are still of value include:

**Manuels plus anciens mais intéressants :**

Manuales más antiguos pero aún valiosos:

BROOKS, Constance. *Disaster preparedness*. Washington, D.C.: Association of Research Libraries (ARL), 1993. (Preservation planning program resource guide). 184 p.

BUCHANAN, Sally A. *Disaster planning: preparedness and recovery for libraries and archives: a RAMP study*. Paris: UNESCO, 1988. (PGI-88/WS/6). VI-187 p.

Available from European Commission on Preservation & Access (ECPA) <<http://www.knaw.nl/ecpa>>

- [French ed.] **Lutte contre les sinistres dans les bibliothèques et les archives. Prévention, prévision, sauvetage : une étude RAMP accompagnée de principes directeurs. Paris : UNESCO, 1988. (PGI-88/WS/6) VI-136 p. Disponible sur :**

<<http://www.unesco.org/webworld/ramp/html/r8806f/r8806f00.htm>>

- [Portuguese ed.] *Prevenção contra desastres instruções para formação em planeamento e recuperação, tr.* Maria Manuela Matos Correia, et al. Coimbra, Associação Portuguesa de Bibliotecários, Arquivistas e Documentalistas (BAD), 1998.

ENGLAND, Claire and EVANS, Karen. *Disaster management for libraries; planning and process*. Ottawa: Canadian Library Association, 1988. IX-207 p.

Especially good on insurance, although of course only from the North American perspective.

**Particulièrement instructif sur la question des assurances, même s'il s'agit seulement d'un point de vue nord-américain.**

Especialmente bueno en cuanto a seguros, aunque por supuesto sólo desde la perspectiva de Norteamérica.

FORTSON, Judith. *Disaster planning and recovery: a how-to-do-it manual for librarians and archivists*. New York: Neal-Schuman, 1992. IX-181 p. illus.

KAHN, Miriam. *Disaster prevention and response for special libraries: an information kit*. Washington, D.C.: Special Libraries Association (SLA), 1995. 69 p.

Also available at: <<http://www.sla.org/content/resources/inforesour/sept11help/disip/infokit.cfm>>

MATTHEWS, Graham and EDEN, Paul. *Disaster management in British libraries: project report with guidelines for library managers*. London: British Library, 1996. (BL Library and Information Research report, 109). X-176 p.

MORRIS, John. *The library disaster preparedness handbook*. Chicago, IL: American Library Association, 1986. VI-129 p.

*A primer on disaster preparedness, management and response: paper-based materials*: selected reprints: a collaborative publication sponsored by the Conservation Analytical Laboratory (CAL) and the Office of Risk Management, Smithsonian Institution; the Preservation Policy and Services Division, National Archives and Records Administration (NARA); the Preservation Directorate, Library of Congress (LC); and the Curatorial Services Division, National Park Service (NPS). Washington, D.C.:

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Smithsonian Institution, 1993. 1 vol. (various paging). Available on the National Archive and Records Administration (NARA) website at:

<[http://www.archives.gov/preservation/primer\\_disaster\\_preparedness.html](http://www.archives.gov/preservation/primer_disaster_preparedness.html)>

"This web version was prepared in 1999... [&] may differ from the printed version."

**"Cette version électronique a été élaborée en 1999... [&] et peut être légèrement différente de la version imprimée."**

"Esta versión para la web fue preparada en 1999... [&] puede diferir de la versión impresa."

- [Spanish ed.] *Normas básicas para la preparación, gestión y respuesta ante desastres: materiales con soporte de papel*. Washington, D.C.: Smithsonian Institution, 1993. 1 vol. (various paging)

Also available on NARA website at:

<[http://www.archives.gov/preservation/spanish\\_primer\\_disaster\\_preparedness.html](http://www.archives.gov/preservation/spanish_primer_disaster_preparedness.html)>

SANCHEZ HERNAMPEREZ, Arsenio, ed. *Manual de planificación y prevención de desastres en archivos y bibliotecas*. Madrid: Fundación Histórica Tavera, Instituto de Seguridad Integral de la Fundación Mapfre Estudios, 2000. (Cuadernos de preservación Tavera). 111 p. illus.

U.S. National Archives and Records Administration (NARA). *Vital records and records disaster mitigation and recovery: an instructional guide*, comp. Charles J. Brett. College Park, MD, 1996. 1 vol. (various paging).

Also available at: <[http://www.archives.gov/records\\_management/publications/vital\\_records.html](http://www.archives.gov/records_management/publications/vital_records.html)>

1999 web version with updated organizational titles.

VERGARA, José. *Prevención y planificación para salvamento en caso de desastre en archivos y bibliotecas*. Valencia: Dirección General del Libro, Arxius i Biblioteques, 2002. 38 p. illus.

## SPECIAL TOPICS - THÈMES SPÉCIFIQUES - TEMAS ESPECIALES

### 1. Fire protection

#### **Protection incendie**

Protección contra incendios

ARTIM, Nick. An introduction to automatic fire sprinklers, parts I & II, *WAAC (Western Association for Art Conservators) Newsletter*, 1994, n° 16, p. 20-27; 1995, n°17, p 23-28

SHEPILOVA, Irina G. *Main principles of fire protection in libraries and archives: a RAMP study*, ed. Adrienne Thomas. Paris: General Information Programme and UNISIST, UNESCO, 1992. (PGI-92/WS/14). V-25 p.

Also available at: <<http://www.unesco.org/webworld/ramp/html/r9214e/r9214e00.htm>> and on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. [CD-ROM].

TRINKLEY, Michael. *Can you stand the heat? A fire safety primer for libraries, archives and museums*. Atlanta, GA: Southeastern Library Network, 1993. VII-70 p.

Covers fire detection, alarm systems, fire suppression systems, fire safety planning, and the basics of staff training.

**Aborde les thèmes suivants : détection-incendie, systèmes d'alarme, systèmes d'extinction, programmes de sécurité-incendie et principes de base en matière de formation du personnel.**

Cubre los temas de detección de incendios, sistemas de alarmas, sistema de extinción de incendios, planificación de seguridad contra incendios y aspectos básicos de la capacitación del personal.

## 2. Risk management and insurance

**Gestion des risques et assurances**

Gestión de riesgos y seguros

McINTYRE, J.E. A dual approach to risk management. *Liber quarterly*, 1998, n° 8, p. 448-457

SHERBINE, Karen. *Libraries and archives: an overview of risk and loss prevention*. Chicago, IL: Society of American Archivists and Inland Marine Underwriters Association, 1994. 35 p.

Designed to help archivists and librarians understand the fundamental issues involved in insuring their collections. Discusses what policies normally cover and exclude and the process of assigning values to a collection. See also: Chapter 5, "Insurance for the library collection" in England and Evans (1988) and Chapter 8 "Insurance and risk management" in Morris (1986) above.

**Mis au point pour permettre aux archivistes et aux bibliothécaires de mieux appréhender la nécessité d'assurer leurs collections. Examine les différentes garanties qui couvrent ou non les collections et le processus qui consiste à donner une valeur à une collection.**

Diseñado para ayudar a los archivistas y bibliotecarios a comprender los problemas fundamentales que implica asegurar sus colecciones. Trata sobre lo que normalmente cubren y excluyen las pólizas de seguros y el proceso de asignarle un valor a la colección.

## 3. Security

**Sécurité**

Seguridad

CRAVEY, Pamela J. *Protecting library staff, users, collections and facilities: a how-to-do-it manual*. New York: Neal-Schuman, 2001. (How-to-do-it manuals for librarians, 103) XI-175 p.

MUSEUMS, LIBRARIES AND ARCHIVES COUNCIL (MLA), U.K. Information: advice and guidance: security at <<http://www.mla.gov.uk/information/advice/00security.asp>>

This includes a number of individual factsheets relating to specific aspects of security.

**Comprend un certain nombre de fiches d'information sur les aspects spécifiques de la sécurité.**

Incluye varias hojas informativas separadas relacionadas con aspectos de seguridad específicos.

NATIONAL PRESERVATION OFFICE (NPO), UK. *Carrying out a library security survey and drafting a security policy*. London: NPO, 1992. 7 p. Gratis.

Also available at: <<http://www.bl.uk/services/npolss.pdf>>

- *Security matters: designing out crime*. London: NPO, 1996. 7 p. Gratis.

Also available at: <<http://www.bl.uk/services/npodoc.pdf>>

- *Security matters: how to deal with criminal and anti-social behaviour*. London: NPO, 1994. 5 p. Gratis.

Also available at: <<http://www.bl.uk/services/npocasb.pdf>>

RESOURCE: THE COUNCIL FOR MUSEUMS, ARCHIVES AND LIBRARIES. *Security in museums, archives and libraries*. 2<sup>nd</sup> ed. London: Resource, 2003. [VII]-175 p.

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1<sup>st</sup> edition published by Museums and Galleries Security Group under the auspices of the Museums and Galleries Commission in 1998.

This 2<sup>nd</sup> edition has been expanded to include specific reference to libraries and archives.

**Cette seconde édition a été enrichie de références spécifiques aux bibliothèques et aux archives.**

Esta 2<sup>da</sup>. ed. fue ampliada para incluir referencias específicas a bibliotecas y archivos.

SHUMAN, Bruce A. *Library security and safety handbook: prevention, policies and procedures*. Chicago, IL: American Library Association (ALA), 1999. X-310 p.

Includes sections on protecting materials, problem behaviour, preparing for and reacting to security incidents, emergency and disaster management policies and procedures, legal and ethical issues, security and new technology, electronic security issues.

**Chapitres sur la protection des documents, les comportements problématiques, la préparation aux incidents et les différentes façons de réagir, les mesures et les procédures d'urgence et de gestion des risques, les problèmes d'ordre juridique et éthique, la sécurité et les nouvelles technologies, les questions de sécurité électronique.**

Incluye secciones sobre la protección de materiales, conductas problemáticas, preparación y reacción ante incidentes de seguridad, políticas y procedimientos de gestión de emergencias y desastres, problemas legales y éticos, seguridad y nuevas tecnologías, problemas de seguridad electrónica.

THOMAS, David L. *Study on control of security and storage of holdings: a RAMP study with guidelines*. Paris: General Information Programme and UNISIST, UNESCO, 1987. (PGI-86/WS/23). 103 p.

- [French ed]. **Conservation et sécurité des fonds et collections d'archives. Paris : UNESCO, 1988. V-45 p.**

TRINKAUS-RANDALL, Gregor. *Protecting your collections: a manual of archival security*. Chicago, IL: Society of American Archivists (SAA), 1995. VI-84 p. illus.

Broad coverage includes evaluation of collections, staff training and public awareness, physical security systems and crisis management. Appendices provide security guides and checklists.

**Aborde largement les thèmes suivants : évaluation des collections, formation du personnel et sensibilisation du public, système de sécurité et gestion de crise. En annexe, guides et listes.**

Amplia cobertura que incluye la evaluación de colecciones, capacitación del personal y sensibilización del público, sistemas de seguridad física y gestión de emergencias. Los apéndices proveen guías de seguridad y listas de verificación.

#### 4. Storms and armed conflict

##### **Tempêtes et conflits armés**

Tormentas y conflictos armados

TRINKLEY, Michael. *Hurricane! Surviving the big one: a primer for libraries, museums, and archives*. 2<sup>nd</sup> ed. Columbia, SC, Chicora Foundation/Atlanta, GA: Southeastern Library Network (SOLINET), 1998. VII-102 p. illus.

- [Spanish ed.] ¡Huracán! *Cómo sobrevivir la gran tormenta: un texto básico para bibliotecas, museos y archivos* tr. Alana Haley & Amparo R. de Torres; additional material by Maria E. Gonzalez.

Available at: <[http://www.solinet.net/preservation/huracan.cfm?doc\\_id=808](http://www.solinet.net/preservation/huracan.cfm?doc_id=808)>

Useful also for planning for recovery from any region-wide natural disaster.

**Egalement utile pour prévoir la phase de remise en état lorsqu'une catastrophe naturelle touche une région entière.**

Útil además para la planificación de la recuperación después de cualquier desastre natural de alcance regional.

UNESCO. Emergency programme for the protection of vital records in the event of armed conflict - Guidelines commissioned by UNESCO from the International Council on Archives (ICA), 2001. Available at: <[http://www.unesco.org/webworld/other/war\\_archives/home.htm](http://www.unesco.org/webworld/other/war_archives/home.htm)>

## WRITING A PLAN - RÉDIGER UN PLAN - ELABORACIÓN DE UN PLAN

ANDERSON, Hazel and McINTYRE, John E. *Planning manual for disaster control in Scottish libraries and record offices*. Edinburgh: National Library of Scotland, 1985. 75 p.

This has been widely used in the U.K. as a model by other libraries and archives.

**Largement utilisé comme modèle au Royaume-Uni par les bibliothèques et services d'archives.**

Este manual ha sido ampliamente usado en el Reino Unido como modelo para otras bibliotecas y archivos.

DORGE, V. and JONES, S.L. *Building an emergency plan: a guide for museums and other cultural institutions*. Los Angeles, CA: Getty Conservation Institute, 1999. 272 p.

A workbook divided into three parts that address the three groups generally responsible for developing and implementing emergency procedures: institution directors, emergency preparedness managers, and departmental team leaders, and discuss the role each should play. A "hands-on" book with "top tips" and to-do checklists. Includes extracts from the emergency plans of various institutions.

**Un manuel en trois parties qui s'adresse aux trois groupes généralement chargés d'élaborer et de mettre en place les procédures d'urgence : directeurs, responsables « plan d'urgence », chefs d'équipes, et définit le rôle de chacun. Un ouvrage « pratique » qui comprend d'« excellents trucs » et des listes de consignes. Propose des extraits de plans d'urgence de différentes institutions.**

Manual dividido en tres partes dirigidas a los tres grupos que generalmente son responsables de desarrollar y poner en práctica los procedimientos de emergencia: los directores de las instituciones, gerentes de preparación para emergencias y líderes de grupos de los departamentos, y explica el papel que cada uno de ellos debe desempeñar. Libro de "intervención" con "excelentes recomendaciones" y listas de verificación de tareas. Incluye extractos de los planes de emergencia de diversas instituciones.

HALSTEAD, Deborah et al. *Disaster planning: a how-to-do-it manual with planning templates on CD-ROM*. New York: Neal-Schuman, 2004. 225 p.

The CD-ROM includes sample disaster plans, a downloadable and customizable template for creating a local disaster plan, links to disaster planning websites, a directory of electronic resources and planning aids, and a disaster planning database with links to national agencies.

**Le CD-Rom comprend des exemples de plans d'urgence, un modèle à télécharger et modulable permettant d'élaborer un plan d'urgence à l'échelon local, des adresses de sites sur les plans d'urgence, un annuaire des ressources électroniques et des outils de planification, une base de données « plans d'urgence » avec les liens vers les bureaux nationaux.**

El CD-ROM incluye planes de emergencia de muestra, una plantilla descargable y adaptable según especificaciones para crear un plan de emergencia local, enlaces con sitios web sobre planes de emergencia, un directorio de recursos electrónicos y ayudas para la planificación y una base de datos para planes de emergencia con enlaces con agencias nacionales.

### 1. Planning for particular categories of source material

#### **Protéger des documents spécifiques**

Planificación para categorías particulares de material

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a. *Electronic media/Documentes électroniques/Medios electrónicos*

KAHN, Miriam. *Protecting your library's digital sources; the essential guide to planning and preservation*. Chicago, IL: American Library Association, 2004. XIII-104 p.

b. *Photographs/Documentes photographiques/Fotografias*

NORRIS, Debra Hess. *Disaster recovery: salvaging photograph collections*. Philadelphia, PA: Conservation Center for Art and Historic Artifacts, 1998. 6 p.

Also available at: <<http://www.ccaha.org/pdf/salvage%20photos--SMALL.pdf>>

2. Many individual libraries and archives publish their own disaster plans, which can be useful as models. Some examples include:

**Les bibliothèques et les services d'archives sont nombreux à publier leurs propres plans d'urgence qui peuvent servir d'exemples ; en voici quelques-uns :**

Muchas bibliotecas y archivos publican sus propios planes de emergencia, los cuales pueden utilizarse como modelos. Aljuno ejemplos incluyen:

NATIONAL ARCHIVES OF AUSTRALIA. *Disaster preparedness manual for Commonwealth agencies*. Canberra: 2000. Available at:

<<http://www.naa.gov.au/recordkeeping/preservation/disaster/contents.html>>

NATIONAL LIBRARY OF AUSTRALIA. *Collection disaster plan*. Available at:

<<http://www.nla.gov.au/policy/disaster/dispolicy1.html>>

SIEBERT, Ann. *Emergency preparedness for Library of Congress collections*. Washington: Library of Congress, 1996. Available at: <<http://www.loc.gov/preserv/pub/seibert>>

Links to the texts of U.S. library and archives disaster plans are provided by the website CoOL (Conservation Online) at <http://palimpsest.stanford.edu/bytopic/disasters/plans>

**Le site CoOL (Conservation en ligne) propose des liens vers les plans d'urgence des bibliothèques et des services d'archives américains.**

El website CoOL ofrece los enlaces con los textos de los planes de respuesta ante desastres de las bibliotecas y archivos de los Estados Unidos.

The M25 Consortium of U.K. London based academic libraries maintains a Disaster Control Planning Site at <<http://www.M25lib.ac.uk/M25dcp>> with a downloadable template for use by individual institution, and includes much associated documentation.

**Le Consortium M25 des bibliothèques universitaires anglo-saxonnes implantées à Londres aliamente un site sur la prévention des risques. Ce site propose un modèle à télécharger à l'usage des institutions isolées et comprend une quantité importante d'autres informations.**

The M25 Consortium of U.K. Las bibliotecas universitarias con sede en Londres mantienen un sitio de planificación para el control de desastres con una plantilla descargable para el uso de instituciones particulares e incluye, además, mucha documentación relacionada.

## SALVAGE AND RECOVERY - SAUVETAGE ET RÉPARATION - SALVAMENTO Y RECUPERACIÓN

### 1. Basic guidance

#### **Principes de base**

Guía básica

DOIG, Judith. *Disaster recovery for archives, libraries and records management systems in Australia and New Zealand*. Wagga Wagga, NSW: Centre for Information Studies, Charles Stuart University, 1997. XIII-157 p. illus.

*Emergency response and salvage wheel*. Washington, D.C.: Heritage Emergency National Task Force, 1997. "Has essential information to help you cope quickly and effectively when disaster strikes". Side 1, Action steps; side 2, Salvage steps.

**« Comprend des informations essentielles qui permettent de réagir de façon rapide et efficace lorsque la catastrophe survient. » Première partie : mesures d'urgence ; deuxième partie : mesures de sauvetage.**

Contiene información básica para ayudarlo a salir adelante de una manera radica y eficaz cuando se produce un desastre. Lado 1: Acciones; lado 2: Salvamento.

Special online version available on the FEMA website at: <[http://www.fema.gov/ehp/ers\\_wl2.shtm](http://www.fema.gov/ehp/ers_wl2.shtm)>

- [Spanish ed.] *La rueda de salvamento y respuesta ante emergencias*.

- [French ed.] **Plan d'action en cas de sinistre**

WALSH, Betty. Salvage at a glance, *WAAC (Western Association for Art Conservation) Newsletter*, May 1997, Vol. 19 (no2) (insert).

Also available at: <<http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html>>

A concise chart showing "Materials" (paper documents and manuscripts, vellum and parchment, photographs and films, audiovisual materials and magnetic media) with for each category a note on "Priority", "Handling", "Precautions", "Packing Method" and "Drying Method".

**Un tableau concis qui repertorie les « documents » (documents papier et manuscrits, velin et parchemin, photographies et films, documents audiovisuels et supports magnetiques) et, pour chaque categorie, propose une note sur les themes suivants : « Priorite », « Manipulation », « Precautions », « Methode de conditionnement » et « Methode de sechage ».**

Cuadro conciso que muestra "Materials" (documentos en soporte de papel y manuscritos, vitela y pergamino, fotografas y pelıculas, materiales audiovisuales y medios magneticos) con una nota para cada categorıa sobre "Priority", "Handling", "Precautions", "Packing Method" y "Drying Method".

## 2. Drying water-damaged materials

### **Secher les documents endommages par l'eau**

Procesamiento de materiales danados

CANADIAN COUNCIL OF ARCHIVES. *Salvage operations for water damaged archival collections: a second glance*, comp. Betty Walsh. Ottawa: 2003. 29 p.

Also available at: <[http://cdncouncilarchives.ca/salvage\\_en.pdf](http://cdncouncilarchives.ca/salvage_en.pdf)>>

- [French ed.] **Mesures de sauvetage des collections d'archives endommagees par l'eau : un examen approfondi**. Ottawa : 2003. Egalement disponible sur :

<[http://www.cdncouncilarchives.ca/salvage\\_fr.pdf](http://www.cdncouncilarchives.ca/salvage_fr.pdf)>

KAHN, Miriam. *First steps for handling and drying water-damaged materials*. Columbus, OH: MBK Consulting, 1994. VIII-31 p. illus.

LIBRARY OF CONGRESS. Preservation Directorate. *Emergency drying procedures for water-damaged collections*. Washington, D.C.: 1998. (Information leaflet).

Also available at: <<http://www.loc.gov/preserv/emerg/dry.html>>

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McCLEARY, J. *Vacuum freeze-drying, a method used to salvage water-damaged archival and library materials: a RAMP study*. Paris: General Information Programme and UNISIST, UNESCO, 1987. (PGI-87/WS/7). VII-63 p. Available from ECPA.

Also available at: <<http://www.unesco.org/webworld/ramp/html/r8707e/r8707e00.htm>> and on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. [CD-ROM].

- [French ed]. ***La lyophilisation appliquée au sauvetage des livres et documents endommagés par l'eau : une étude RAMP, accompagnée de principes directeurs***. Paris : UNESCO, 1987. VIII-50 p.

WATERS, Peter. *Procedures for salvage of water damaged library materials*. Washington, D.C.: Library of Congress, 1975. IV-30 p.

Extracts from unpublished revised text by Peter Waters dated July 1993, available at:

<<http://palimpsest.stanford.edu/bytopic/disasters/primer/waters.html>> and also in *A primer on disaster preparedness, management and response: paper-based material*. Washington, D.C.: 1993 and at: <[http://www.archives.gov/preservation/primer\\_disaster\\_preparedness.html](http://www.archives.gov/preservation/primer_disaster_preparedness.html)> (see above).

### 3. Treatment of electronic and optical media

#### **Traiter les documents sur support électronique et optique**

Tratamiento de medios electrónicos y ópticos

IRACI, Jo. *Disaster recovery of modern information carriers: compact discs, magnetic tapes and magnetic disks*. Ottawa: Canadian Conservation Institute (CCI), 2002. (Technical bulletin, 25). 16 p.

- [French ed.] ***La récupération des supports d'information modernes : disques compacts, bandes magnétiques et disquettes***. Ottawa : CCI, 2002. (Bulletin technique, 25). 16 p.

KAHN, Miriam. *Disaster response and prevention for computers and data*. Columbus, Ohio: MBK Consulting, 1994. VI, 69 p. illus. Looseleaf.

Practical manual with illustrated instructions and checklists for dealing with water-damaged computer hardware and software.

**Manuel pratique comprenant des consignes illustrées et des listes permettant de gérer le matériel informatique et les logiciels endommagés par l'eau.**

Manual práctico con instrucciones ilustradas y listas de verificación sobre cómo tratar equipos y programas de computación dañados por agua.

TOIGO, Jon W. *Disaster recovery planning for computers and communication resources*. New York: John Wiley, 1996. XXII-329 p. illus. + 1 computer disk.

### 4. Treatment of moulds

#### **Traiter les moisissures**

Tratamiento del moho

**DIRECTION DU LIVRE ET DE LA LECTURE. Contamination des collections et des locaux des bibliothèques par des moisissures : méthodes de détection et d'évaluation**. Paris : Ministère de la Culture et de la Communication, Centre de Documentation de la Direction du Livre et de la Lecture, 2003. 22 p. Disponible auprès de la Direction du Livre et de la Lecture, 180, rue de Rivoli, 75001 Paris.

E-mail : [info.dll@culture.gouv.fr](mailto:info.dll@culture.gouv.fr). Egalement disponible sur :

<<http://www.culture.gouv.fr/culture/conservation/fr/biblioth/biblioth.htm>>



FLORIAN, Mary-Lou E. *Fungal facts: solving fungal problems in heritage collections*. London: Archetype Publications, 2002. 152 p.

GUILD, Sherry and MacDONALD, Maureen. *Mould prevention and collection recovery: guidelines for heritage collections*. Ottawa: Canadian Conservation Institute (CCI), 2004. (Technical bulletin, 26). 34 p.  
 - [French ed.] **Prévention des moisissures et récupération des collections : lignes directrices pour les collections du patrimoine. Ottawa : CCI, 2004. (Bulletin technique, 26). 37 p.**

*Managing a mold invasion: guidelines for disaster response*. Philadelphia, PA: Conservation Center for Art and Historic Artifacts, 1998. 6 p.

Also available at: <<http://www.ccaha.org/pdf/Mold%20Bulletin-SMALL.pdf>>

WOOD LEE, Mary. 1988. *Prevention and treatment of mold in library collections with an emphasis on tropical climates: a RAMP study*. Paris: General Information Programme and UNISIST, UNESCO, 1988. (PGI-88/WS/9) IV-81 p. illus. Covers nature of mould, as well as prevention, fungicides and fumigation and treatment.

- [French ed.] **Prévention et traitement des moisissures dans les collections des bibliothèques, notamment en climat tropical : une étude RAMP. Paris : UNESCO, 1988. V-56 p. illus.**

- [Spanish ed.] *Prevención y tratamiento del moho en las colecciones de bibliotecas, con particular referencia a las que padecen climas tropicales: un estudio del RAMP*. Paris: UNESCO, 1988. V-57 p.

English and French eds. also available on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. [CD-ROM].

## FURTHER READING - AUTRES SOURCES D'INFORMATION - LECTURAS ADICIONALES

### 1. Bibliographies and guides to websites

#### **Bibliographies et guides sur Internet**

Bibliografías y guías de sitios web

The most detailed general bibliography is:

#### **Bibliographie générale la plus détaillée :**

La bibliografía general más detallada es la de:

MURRAY, Toby. *Bibliography on disasters, disaster preparedness and disaster recovery*. Rev. ed. Tulsa, OK: Oklahoma Conservation Congress, 1994.

More readily accessible is:

#### **La plus accessible :**

*Más fácilmente accesible es:*

KULZACK, D. and LENNERTZ, L. A decade of disaster: a selected bibliography of disaster literature. 1985-1995, *Library and archival security*, 1999 Vol. 15, p. 7-66.

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The most up-to-date guide to the literature is the bibliography, p 248-267 in:

**La plus à jour :**

La guía más actualizada de la literatura es la bibliografía:

WELLHEISER, Johanna and SCOTT, Jude. *An ounce of prevention: integrated disaster planning for archives, libraries and record centers*. 2<sup>nd</sup> ed. Lanham, MD, Scarecrow Press/Ottawa: Canadian Archives Foundation, 2002. XVI-283 p.

AMERICAN LIBRARY ASSOCIATION (ALA). Disaster response: a selected annotated bibliography (ALA Library Fact Sheet) compiled June 2001 is available at:

<<http://www.ala.org/ala/alalibrary/libraryfactsheet/alalibraryfactsheet10.htm>>

« Contains links to disaster preparedness websites whose primary role is emergency response or conservation. »

**« Comprend des liens vers les sites de prévention des catastrophes dont le but principal est l'intervention d'urgence ou la restauration. »**

"Contiene enlaces con sitios web relacionados con la preparación para desastres cuyo papel primordial es la respuesta ante emergencias o la preservación."

COURTOIS, M.P. and RUBIN, C.B. Crisis, disaster, and emergency management: web sites for researchers, *CRL news*, 2002. Vol. 63 (n°10).

Also available at:

<<http://www.ala.org/ala/acrl/acrlpubs/crlnews/backissues2002/novmonth/crisisdisaster.htm>>

McGOVERN, Nancy Y. and KENNEY, Anne R. Risk management resources (May 2002).

<http://irisresearch.library.cornell.edu/VRC/riskresources.html>

A bibliography of printed items and websites.

**Une bibliographie de documents imprimés et de sites internet.**

Bibliografía de publicaciones impresas y sitios web.

2. More general guides to the preservation literature include:

**Parmi les guides plus généraux sur la conservation, on trouve :**

Entre las guías más generales de literatura sobre preservación se incluyen:

CROFT, JeanAnn. The preservation evolution: a review of preservation literature, 1999-2001. *Library resources and technical services*, 2003. Vol. 47, p. 59-70.

Continues Jordan. 94 references.

**Fait suite à l'ouvrage de Sophia Jordan. 94 références.**

Continuación de Jordan. 94 referencias.

JORDAN, Sophia. A review of the preservation literature, 1993-1998: the coming of age, *Library resources and technical services*, 2000. Vol. 44, p. 4-21.

Some 400 references. **400 références.** 400 referencias

*First do no harm; a register of standards, codes of practice, guidelines, recommendations and similar works relating to preservation and conservation in libraries and archives*, comp. John McIlwaine on behalf of the IFLA Preservation and Conservation Section, March 2005.

Available at: <<http://www.ifla.org/VII/s19/pubs/first-do-no-harm.pdf>>

A guide to publications since 1995, and to relevant websites. Section 6, "Security"; Section 7 "Emergency management/Disaster preparedness". To be kept up-dated by the Section.

**Guide de références publiées depuis 1995 et de sites Internet intéressants. Section 6, "Security"; Section 7 "Emergency management/Disaster preparedness". Réactualisé par la Section.**

Guía de las publicaciones desde 1995 y de los sitios web más importantes. Section 6, "Security"; Section 7 "Emergency management/Disaster preparedness". La Sección mantendrá actualizada esta guía.

SCHNARE, R.E., jr., SWARTZBURG, Susan Garretson and CUNHA, G.M. *Bibliography of preservation literature, 1983-1996*. Lanham, Md.: Scarecrow Press, 2001. 840 p.

Contains over 5,300 entries, mostly annotated.

**Plus de 5300 entrées, annotées pour la plupart.**

Contiene más de 5.300 entradas, la mayoría de ellas comentadas.

3. Continuing sources

**Références d'usage courant**

Recursos continuos

GRIP (Gateway for Resources and Information on Preservation). <<http://www.knaw.nl/ecpa/grip>>. Maintained by ECPA (European Commission on Preservation and Access) and the Nationaal Archief (National Archives of the Netherlands).

« Contains selected and annotated references to literature on preservation-related topics, links to websites, projects, organizations and discussion groups. The database can be searched by category, keywords (descriptors) and free search. » Regularly updated. Includes sections for Disaster preparedness and Security. Also includes the full text of *Preservation of archives in tropical climates: an annotated bibliography* by René Teygeler et al., Paris and The Hague, International Council on Archives, National Archives of the Netherlands and National Archives of the Republic of Indonesia, 2001.

**« Références choisies et annotées, empruntées aux ouvrages traitant de conservation, adresses de sites internet, projets, institutions et groupes de discussion. La recherche sur la base de données peut se faire par catégorie, mot-clé (descripteur) et de façon anarchique. » Régulièrement actualisé. Comprend des chapitres sur la prévention des catastrophes et la sécurité. Comprend également l'intégralité du texte *Preservation of archives in tropical climates: an annotated bibliography* by René Teygeler et al., Paris and The Hague, International Council on Archives, National Archives of the Netherlands and National Archives of the Republic of Indonesia, 2001.**

"Contiene referencias seleccionadas y comentadas de la literatura sobre temas, enlaces a sitios web, proyectos, organizaciones y grupos de discusión relacionados con la preservación. Se pueden hacer búsquedas en la base de datos por categoría, palabras claves (descriptores) y búsqueda libre". Actualizada regularmente. Incluye secciones de Preparación para desastres y Seguridad. También incluye el texto completo de *Preservation of archives in tropical climates: an annotated bibliography* by René Teygeler et al., Paris & The Hague, International Council on Archives, National Archives of the Netherlands & National Archives of the Republic of Indonesia, 2001.

4. For treatment of disaster preparedness in the overall context of a preservation policy see:

**Préparer la catastrophe dans le cadre d'une politique de conservation préventive :**

Para obtener información sobre el tratamiento de la preparación para desastres en el contexto global de una política de preservación, consulte:

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HARVEY, Ross. *Preservation in libraries: principles, strategies and practices for librarians*. London: Bowker Saur, 1993. 269 p. Includes chapters on environmental control, handling, user education, education of library staff, disaster preparedness, refurbishing, repair, reformatting, cooperative strategies and "developing a library preservation programme".

**Comprend chapitres sur le contrôle de l'environnement, la manipulation des documents, la sensibilisation de l'utilisateur, la formation du personnel, la prévention des catastrophes, le réaménagement, la réparation, le transfert de support, les stratégies de coopération et les moyens de « mettre en place un programme de conservation en bibliothèque. »**

Incluye capítulos sobre control ambiental, manipulación, educación de usuarios, educación del personal de la biblioteca, preparación para desastres, reparación, conversión de medios, estrategias cooperativas y "desarrollo de un programa de preservación de la biblioteca".

HIGGINBOTHAM, Barbra Buckner and WILD, Judith W. *The preservation program blueprint*. Chicago, IL: American Library Association, 2001. (Frontiers of access to library materials, 6). XIII-151 p.

IFLA. Core Programme on Preservation and Conservation (PAC) and Council on Library and Information Resources (CLIR). *IFLA principles for the care and handling of library material*, compiled and edited by Edward P. Adcock with the assistance of Marie-Thérèse Varlamoff and Virginie Kremp. Paris, IFLA-PAC, 1998. (International Preservation Issues, n°1). 72 p. illus.

Replaces *Principles for the preservation and conservation of library materials*, comp. J.M. Dureau and D.W.G. Clements. The Hague: IFLA HQ, 1986 (Professional report, n°8).

Also available at <<http://www.ifla.org/VI/4/news/pchlm.pdf>>

**- [French ed.] Principes de conservation. Traduction Marie-Thérèse Varlamoff et Virginie Kremp. Paris : IFLA-PAC, 2001. 80 p. (International Preservation Issues, n°3).**

**Egalement disponible sur :**

<<http://www.ifla.org/VI/4/news/pchlm-f.pdf>>

- [Italian ed.] *Principi dell'IFLA per la cura e il trattamento dei materiali di biblioteca*, tr. Luciano Carcereri e Rosa Martucci. Bari, 2004. 93 p. Also available at

<<http://www.ifla.org/VI/4/news/pchlm-it.pdf>>

- [Japanese ed.] Available at

<<http://www.ifla.org/VI/4/news/pchlm-jp.pdf>>

- [Spanish ed.] IFLA *Principios para el cuidado y manejo de material de bibliotecas*. Tra. Proyecto cooperativo de conservación para bibliotecas y archivos. Santiago de Chile, Centro Nacional de Conservación y Restauración, Dirección de Bibliotecas, Archivos y Museos (DIBAM), 2001. 100 p. Also available at

<<http://www.ifla.org/VI/4/news/pchlm-s.pdf>>

Also available in Albanian, Arabic, Croatian, Greek, Polish, Portuguese, Russian and Slovene eds. For more information, please contact the PAC Office, Paris: E-mail : [corine.koch@bnf.fr](mailto:corine.koch@bnf.fr)

OGDEN, Sherelyn, ed. *Preservation of library and archival materials: a manual*. 3<sup>rd</sup> ed. rev. and expanded. Andover, MA: Northeast Document Conservation Center (NEDCC), 1999. X-412 p. illus.

The collected text of 60 pamphlets on various aspects of preservation including 7 on disaster preparedness and salvage which are also obtainable individually on the NEDCC website at <<http://www.nedcc.org/leaflets/leaf.htm>>

**60 brochures sur différents aspects de la conservation ont été rassemblées dans cet ouvrage. Parmi elles, on en trouve 7 qui traitent de la prévention des catastrophes et du sauvetage, et peuvent être téléchargées individuellement à partir du site du NEDCC.**

Colección de 60 folletos sobre diversos aspectos de la preservación que incluyen 7 sobre preparación y salvamento en caso de desastre, los cuales también se pueden obtener en forma individual en el sitio web del NEDCC.

- [Spanish ed. 1] *El manual de preservación de bibliotecas y archivos del Northeast Document Conservation Center*, [coordinación y revisión técnica, Centro Nacional de Conservación de Papel, Centro Regional IFLA-PAC para América Latina y el Caribe]. Caracas, Biblioteca Nacional de Venezuela, 1998. 6 pts. (Translation of 2<sup>nd</sup> ed. Andover, MA: 1994)

- [Spanish ed. 2] *El manual de preservación de bibliotecas y archivos del Northeast Document Conservation Center*. 3<sup>rd</sup> ed. Santiago de Chile: Centro Nacional de Conservación y Restauración, Dirección de Bibliotecas, Archivos y Museos (DIBAM), 2001. 370 p.

## 5. Some useful journals

### **Quelques revues utiles**

Algunas revistas útiles

*International Preservation News*. Paris : International Federation of Library Associations and Institutions (IFLA), Core Activity on Preservation and Conservation (PAC), 1987, 3 issues a year.

*Library and archival security*. New York: Haworth Press, 1980, 6 issues a year.

Continues / **A remplacé** / Continúa *Library security newsletter*

NPO e-journal. London, National Preservation Office, British Library, 2004,

<<http://www.bl.uk.services/npo/journaltemp.html>>

Continues / **A remplacé** / Continúa *Library conservation news*, 1983-1997, and *NPO journal*, 1998-2003.

## 6. Some useful websites

### **Quelques sites utiles**

Algunos sitios wab útiles

CoOL (Conservation OnLine: Resources for Conservation Professionals)

<<http://palimpsest.stanford.edu>>

« A full-text library of conservation information, covering a wide spectrum of topics of interest to those involved with the conservation of library, archives and museum materials. »

**« Une véritable bibliothèque sur la conservation : un large éventail de sujets sont traités, pour tous ceux qui s'intéressent à la conservation des documents de bibliothèques, d'archives et de musées. »**

"Biblioteca de información sobre conservación a texto completo que cubre un amplio espectro de temas de interés para las personas involucradas en la conservación de materias de bibliotecas, archivos y museos".

Council on Library and Information Resources (CLIR)

<<http://www.clir.org>>

European Commission on Preservation and Access (ECPA)

<<http://www.knaw.nl/ecpa>>

Federal Emergency Management Agency (FEMA) USA.

<<http://www.fema.gov>>

Much useful information including a series of "Disaster fact sheets".

**Très utile. Comprend une partie « Etudes de cas ».**

Contiene mucha información útil que incluye una serie de "Hojas informativas sobre desastres."

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Heritage Emergency National Task Force

<<http://www.heritagepreservation.org/PROGRAMS/TASKFER.HTM>>

International Council of Museums (ICOM). <<http://icom.museum>>

International Committee of the Blue Shield (ICBS)

<<http://www.ifla.org/VI/4/admin/protect.htm>>

International Council on Archives (ICA) <<http://www.ica.org>>

International Council on Monuments and Sites (ICOMOS) <<http://www.international.icomos.org>>

International Federation of Library Associations and Institutions (IFLA). Preservation and Conservation Core Activity (PAC) <<http://www.ifla.org/VI/4/pac.htm>>

Library of Congress (LC). Preservation Directorate.

<<http://www.locweb.loc.gov/preserv>>

National Fire Protection Association (NFPA), USA <<http://www.nfpa.org>>

National Library of Australia (NLA). National Preservation Office. <<http://www.nla.gov.au/npo>>

National Preservation Office (NPO), UK <<http://www.bl.uk/services/npo/npo.html>>

Northeast Document Conservation Center (NEDCC). Disaster assistance

<<http://www.nedcc.org/welcome/disaster.htm>>

Southeastern Library Network (SOLINET) USA. Disaster mitigation and recovery resources

<[http://www.solinet.net/preservation/preservation\\_templ.cfm?doc\\_id=71](http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=71)>

Special Libraries Association (SLA), USA. Disaster planning portal.

<<http://www.sla.org/content/resources/inforesour/sept11/disip/index.cfm>>

UNESCO. Archives Portal. Preservation and conservation. Disaster preparedness and recovery. Available at:

<[http://www.unesco.org/webworld/portal\\_archives/pages/Resources/Preservation\\_and\\_Conservation/Disaster\\_Preparedness\\_and\\_Recovery/index.shtml](http://www.unesco.org/webworld/portal_archives/pages/Resources/Preservation_and_Conservation/Disaster_Preparedness_and_Recovery/index.shtml)>

# PAC CORE ACTIVITY

## **PAC International Focal Point and Regional Centre for WESTERN EUROPE, AFRICA and MIDDLE EAST**

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until March 15<sup>th</sup>, 2006

**Director:** Christiane Baryla  
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## **USA and Canada**

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101 Independence Avenue, S. E.  
Washington, D.C. 20540-4500 – USA  
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# PAC CORE ACTIVITY

