

2009-2010

HOPE LIBRARY PRESERVATION PLAN

Based on this leaflet from NEDCC

PRIORITY ACTIONS FOR PRESERVATION

The following list, constructed for small- to mid-sized historical or non-circulating collections, outlines a range of necessary actions commonly identified by a preservation planning survey. The list is broad, but not exhaustive -- it is meant to increase your awareness of common preservation strategies. The list intentionally omits very large-scale solutions like "construct new building," or "install HVAC system," because there are many simpler and less expensive strategies that will make a major difference in the survival of collections. The grand scale solutions should be a court of last resort.

Activities listed under several different headings may be important for the same problem; some problems require a number of activities. Duplication between sections has been avoided so the list can be used as an action agenda. Activities are not prioritized. Once you have checked off necessary actions, it may be helpful to rank their priority to organize your long-range plan (e.g. 1 = high priority through 5 = low priority).

1. **Building maintenance**

- x Get professional inspection
- o building annually
 - o electric annually
 - o roof as needed
 - o furnace or heating/cooling machinery annually
 - o masonry every 5 years
 - o basement/drainage as needed
 - o plumbing annually
 - o other _____

x Assign formal responsibility for building maintenance and supervision--
custodians

x Set up an inspection schedule

- o building annually
- o electric 2x year
- o roof as needed
- o plumbing annually
- o grounds annually
- o drains and gutters 2x year
- o furnace or heating/cooling machinery annually
- o other _____

- Set up a building maintenance schedule--ok
- Keep a building maintenance log--ok
- Repair windows---as needed
- Repair roof ---as needed
- Replace roof---as needed
- Paint—as needed
- Repoint bricks---as needed
- Repair masonry---as needed
- Replace elements (e.g., steps, sills, drainpipes, etc.)---as needed
- Repair elements (e.g., reattach downspouts, flashings, etc.)---as needed
- Seal cracks or other openings---as needed
- Clean gutters---semi-annually
- Clear exterior drains---as needed
- Other _____

2. **Climate/Energy Efficiency**

- Seal windows (e.g., caulk around panes, add weather-stripping, etc.)---as needed
- Weatherstrip doors---n/a
- Add insulation---n/a
- Lower winter thermostat setting---68 degrees
- Seal and insulate windows in storage area---yearly
- Monitor for temperature and RH changes---weekly
- Purchase monitoring equipment
 - hygrothermograph___
 - hygrometer ___
 - thermometer ___
 - aspirating psychrometer ___
 - sling psychrometer ___
 - humidity cards ___
 - other___

Relocate collections out of damp basement

- from hot attic n/a
- away from exterior walls n/a

Add humidifier ---

Add dehumidifier ---3 in lower level

Check location and function of vents

- open louvers twice a year (heating/cooling)
- relocate collections n/a
- unblock vents as needed

Change filters ---every 3 months

Set up a schedule for filter replacement—in place

Install fans

- ceiling n/a
- floor n/a
- window n/a

Install storm windows---double paned windows in place

Other _____

3. Light Control

Block windows permanently

Install

- drapes n/a
- shades n/a
- blinds circ area

Assign responsibility for closing shades, etc. at closing and in periods of direct light--- staff on duty

Sleeve fluorescent bulbs with UV filtering tubes in place by custodians

Add UV film or Plexiglas

- to windows n/a
- to exhibit cases n/a
- to framed objects n/a

Relocate exhibits or collections away from direct light—historical collections

- Measure and keep records of light levels
- Rotate valuable objects from long-term exhibits
- Install drapes on exhibit cases
- Rotate exhibits that are light sensitive
- Replace bulbs with lower wattage lamps—energy efficient conversion by National Grid completed in the fall of 2007
- Remove bulbs from unnecessary fixtures
- Redirect spotlights to provide indirect lighting for exhibits
- Skylight
 - add UV protection ___ n/a
 - paint panes to reduce light ___ n/a
 - black out panes ___ n/a
- Turn off in-case lights (or remove bulbs)—n/a
- Purchase blue wool fading standards -- n/a
- Set up a light exposure test with blue wool standards

4. **Pest Control**

- Trim shrubs or greenery to provide an 18" clearance from building (include ivy)
- Remove potted plants from building interior
- Buy tight-sealing trash container for food remains
- Prohibit food in storage and research areas
- Check kitchen and have staff check desks for food not stored in tightly sealed containers
- Provide tight-sealed glass or plastic containers for kitchen and desks
- Clean up, including vacuum, immediately after parties
- Remove trash from building each night
- Purchase insect test traps—Pest Control Company—quarterly visits
- Set up a pest monitoring program—quarterly visits
- Set up a pest inspection schedule—quarterly visits

Assign responsibility for pest management—Lincoln Pest Control

Lower the RH- dehumidifiers installed in lower level

Clean storage areas—as needed

Have problems evaluated by exterminator--quarterly

Other _____

5. Housekeeping

Assign responsibility for

- routine cleaning custodial staff/daily
- supervision of housekeeping____

Set up a cleaning schedule

- public spaces --performed daily Monday-Saturday
- storage--as needed

Set up an inspection schedule (2x/yr.)

Purchase HEPA vacuum—library owns

Purchase dustcloths—library owns

Purchase a book cart or other mobile "holding" unit—library owns

Create/adopt a housekeeping manual

Train staff—custodial staff trained

Other _____

6. Water Protection

Find source of leaks (list them)—as needed

- _____,
- _____,
- _____

Relocate collections away from known leaks

Relocate collections from below/adjacent to sinks, restrooms, or other water source hazards

Move all collections items and boxes off of floor in (space name)

- _____ no items on floors _____,
- _____,
- _____

___ Have a professional evaluate damp problem areas- N/A

___ Install water alarms

___ Other water protections _____

7. Fire Protection

Ban or restrict smoking—NON-SMOKING BY STATE LAW

Inspect fire detectors—TWICE A YEAR BY FIRE ALARM COMPANY

Clean fire detectors (see manufacturer's instructions) SEE ABOVE

Test fire detectors SEE ABOVE

Set up a cleaning, testing, and inspection schedule for fire detectors SEE ABOVE

___ Obtain recommendations and quotation for installing automatic fire detection

___ Order NFPA guide to protecting collections from fire (NFPA 909, "Protection of Cultural Resources")

Conduct fire safety inspection—YEARLY—HOPE JACKSON FIRE DEPT.

Inspect fire extinguishers---TWICE A YEAR by Prescott H. Peirce Co.

- purchase ___
- recharge ___
- replace ___

Mount fire extinguishers in accessible places—IN PLACE

Ask fire department to provide an inspection--YEARLY

Ask fire department to instruct staff in fire safety

Remove or correct fire hazards—AS NEEDED

Design emergency evacuation plan—IN PLACE

Schedule and conduct fire drills

___ Discuss collections and priorities with local fire marshal

___ Other fire protections _____

8. Security

Assign responsibility for security—CUSTODIAL STAFF

Install locks on storage areas—IN PLACE

Restrict access to collections

- storage areas
- collections areas
- specific objects

Upgrade exterior locks

Replace locks

Set up a key control system (limit and record keyholders)

Inventory collections

Install/improve window locks

Remove plants obscuring windows

Obtain recommendation and quotation for automatic intrusion detection—ALARM IN PLACE

Set up testing schedule for security system

Install exterior lights—IN PLACE

Replace bulbs in exterior lights—AS NEEDED

Ask police department for recommendations

Ask police to include your building in patrols

Design and implement security procedures

- call slips
- counting out materials for use
- inspection of materials after use
- personal belongings restricted from library

Educate staff about security concerns and need for supervising researchers

Make hours by appointment for researchers so staff can provide supervision

Rearrange tables to facilitate researcher supervision

Assign responsibility for security management

Seal bookdrop opening to building—FREE -STANDING OUTSIDE UNIT

Document ownership of valuable materials

- photograph
- photocopy distinguishing features ____
- add ownership marks ____

____ Other security precautions _____

9. **General Risk Reduction (Emergency Preparedness)**

____ Create a checklist for once-a-day walk-through of storage and exhibit areas

Create a checklist for closing

Assign responsibility for daily walk-through/closing

Create telephone notification tree

Write emergency preparedness plan

Assign responsibility for emergency response

Train staff to use emergency plan

____ Locate freezer for emergency storage of wet material

Store emergency supplies (sponges, etc.)

Post NEDCC phone number by phones at work and home

Assign responsibility for 2x/yearly review/update of emergency plan

Update existing emergency plan--ANNUALLY

Identify salvage priorities

____ Complete a hazards inventory

____ Set up a backup schedule for collections records

Back up catalog, computer disks, shelf-list, or other collections records

____ Provide for a copy of backup records to be kept off-site

Review insurance coverage with insurer

____ Other _____

10. **General Storage**

- Relocate collections/objects
- Replace plywood or particle board shelves—N/A
- Add shelving
 - regular
 - oversized
- Add map case(s)
- Add/replace file cabinets
- Add racks and hanging folders for file cabinets
- Box collections to protect them from wood furniture
- Line shelves to protect collections
- Line drawers to protect collections

11. **Books**

- Replace rubber bands with fabric tape
- Replace knifing bookends with non-knifing book supports
- Add bookends
- Measure for and order custom book boxes
- Make polyester book jackets (for red rot)
- Train staff and users in correct handling techniques
- Straighten shelves
- Turn spine-up volumes spine down
- Make sure books are fully supported by shelves (add oversize shelves if needed)
- Dust
- Restrict photocopying
- Label restricted books
- Estimate costs, time for
 - microfilming
 - photocopying
 - brittle books
- Weed collection

- Systematically remove inserts (dried flowers, bookmarks, etc.)
- Stop oiling or other treatment of leather
- Change to archival-quality labels (flags) ____, archival-quality bookplates
__
- Relocate books of very high value to restricted use and storage
- Inventory ____ or read shelf list
- Arrange evaluation by a conservator
- Other _____

12. Pamphlets

- Make enclosures
- Replace acidic enclosures and binders
- Arrange for evaluation by a conservator
- Other _____

13. Manuscripts and Documents

- Inventory collection
- Catalog collection--
- Create finding aids
- Remove or replace fasteners
- Estimate quantities and sizes of
 - folders ____
 - hanging folders ____
 - boxes ____ needed for rehousing
- Rehouse in
 - folders ____
 - boxes ____
- Remove or isolate newsclippings and other very poor paper
- Estimate time and costs of
 - microfilming ____

- photocopying ____

____ Arrange for evaluation by a conservator

____ Other _____

14. **Oversized Objects**

____ Provide map case or other oversized storage furniture

____ Make folders

- Mylar ____
- paper ____

____ Replace tubes for rolled storage

- buy "archival" tubes ____
- wrap tubes with neutral or buffered paper ____
- roll objects on outside of tubes ____

Rearrange furniture to provide enough space for safe handling

Provide a large work surface

____ Arrange for evaluation by a conservator

____ Other _____

15. **Framed Objects** (Not Applicable)

____ Reframe using museum-quality mats

____ Unframe and store in

- folders ____
- mats ____

____ Store in

- boxes ____
- flat file ____

____ Build framed storage bin

____ Replace hanging hardware (e.g. eye bolts with "D"-rings)

____ Rotate exhibits

Arrange for evaluation by a conservator

16. Other _____

17. **Newsprint/Newsclippings** –(-Not Applicable)

Contact U.S. Newspaper Project for microfilm information

Estimate costs, time for

- microfilm _____
- photocopying _____
- rehousing _____

Isolate clippings from good-quality paper using

- interleaves _____
- or folders _____
- Mylar _____
- paper _____

Photocopy

Microfilm

Other _____

18. **Scrapbooks/Albums**

Restrict access by researchers

Photocopy

Microfilm

Box

Arrange for evaluation by a conservator

Other _____

19. **Photographs**

Inventory-PENDING

Catalog-

Create finding aids

Train staff in proper handling techniques

Purchase and use lint-free gloves

Separate photographs from document files-PENDING

Estimate sizes and quantities of

- enclosures ____
- boxes ____

House or rehouse collections-

Provide proper support for photos on brittle mounts

House prints and negatives separately

Isolate

- nitrate ____
- early safety film ____

House nitrate/early safety film negatives in individual buffered enclosures

Duplicate (list category or collections _____)

Photocopy original prints for researcher use

Set up a procedure for reproducing photographs for researcher use

Rotate exhibited photographs

Frame or reframe photographs using museum-quality mats

Unframe photographs and store in

- boxes ____
- flat files ____
- hanging files ____

Sleeve and box glass plate negatives

Make enclosures for broken glass plate negatives

Investigate cold storage for color photos

Make enclosures for cased photographs

Arrange for evaluation by a conservator

Other _____

20. Photocopying

Arrange for facsimile reproduction of books by photocopying and commercially binding (list what or which collections)

- Train staff to photocopy books without damaging them
- Purchase and use permanent durable paper (according to ANSI standard Z39.48-1992 R1997) for photocopying
- Obtain electrostatic copier (xerographic process)
- See additional photocopying activities (above) _____
- Other _____

21. **Microfilm --Not Applicable**

(This assumes your institution uses or would use an outside vendor for microfilming.)

- Obtain microfilm reader
- Check national and local bibliographic records for existing microfilm of collections you think should be filmed
- Arrange for microfilming (what or which collections _____)
- Obtain and read published standards for microfilm
- Review/revise microfilm contract
- Establish and implement quality control/ inspection procedures
- Record original microfilm made for your collections in the national bibliographic database
- Set up a maintenance program for microfilm readers
- Train researchers and staff to use microfilm readers
- Have original microfilm being used by researchers duplicated on silver-based film
- Store a master copy of each original, unique microfilm in secure, climate-controlled storage
- Design and implement a repair (splicing) program for damaged microfilm according to published standards
- See above for additional microfilm activities _____
- Seek referral or advice from a preservation professional about preservation microfilm
- Other _____

22. **Commercial Binding**

This section assumes that you are currently using commercial or "library" binding for some categories of your collection. If you are uncertain whether this is an appropriate tool for your preservation effort, please contact NEDCC's Field Service Office for discussion.

Obtain and read published standards and guide produced by the Library Binding Institute

Design and implement a quality-control inspection process for rebound volumes

Discuss binding options with your commercial binder

Create or adopt guidelines for binding choices for your collection

Review/revise commercial binding contract

Seek advice from a preservation professional about preservation binding choices

Other _____

23. Repair Program

This section assumes that your staff does not include a professional conservator or formally trained repair technician.

Assign responsibility for deciding what can be done in-house

Decide what procedures are feasible

Review goals and plans with a conservator

Assign responsibility for

- repairs STAFF TRAINED
- supervision STAFF

Train assigned staff to carry out responsibilities

Obtain manuals and videos to provide backup for training

Identify an experienced technician or conservator for advice and assistance

Identify and obtain necessary equipment and supplies

Set up a space reserved for repairs

Create or adopt guidelines for identifying objects in need of repair

Create guidelines for matching repairs to damage

Document repair procedures and materials in use

Have a conservator or experienced technician review treated objects and make recommendations (provide quality control)

Coordinate other preservation strategies (microfilm, binding) with repair program

Build a humidity chamber

Flatten materials for storage

24. Collections Policies

Write or refine mission statement—UPDATED EVERY 3 YEARS

Design and implement policies

- gift
- access
- cataloging
- loan
- security
- collections use
- exhibit
- collections care

25. Staff/User Education

Staff/volunteer education

- consciousness raising
- handling materials
- security
- emergency preparedness
- other _____

Board/administration/management education

- consciousness raising
- handling materials
- security
- emergency preparedness
- other _____

Community education

- consciousness raising
- handling materials
- security
- emergency preparedness
- other _____

- Obtain educational materials
- Distribute printed information
- Organize an educational program
- Design an exhibit
- Meet with
 - staff/volunteers
 - management/board
 - community

26. Fundraising

- Identify a specific project for funding
- Develop a budget
- Learn about available funding sources
- Obtain grant guidelines
- Form a cooperative for fundraising
- Organize a workshop on fundraising
- Write a proposal for funding
- Discuss funding needs with board or management

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