

LIBRARY DISASTER PLANNING AND RECOVERY HANDBOOK

EDITED BY
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Library Disaster Planning And Recovery Handbook

Andrea Merrill T



Library Disaster Planning And Recovery Handbook:

Library Disaster Planning and Recovery Handbook Camila A. Alire, 2000 On July 28 1997 the Morgan Library at the Colorado State University experienced a flash flood that broke a wall in the library basement the flood's sheer force twisted bookshelves and tossed books into the water As a result ten percent of the collection was totally destroyed with the most serious damage to the serials collection In all 425 000 titles had to be reprocessed most computers were ruined work areas were gone and the library couldn't open due to water mold and other health hazards a disaster of the largest magnitude Edited by university library dean Alire who oversaw the library's recovery this handbook gives a detailed account of the disaster as well as advice and recommendations to other libraries for coping with an emergency and its aftermath Even though Morgan Library had a disaster plan in effect employees discovered how many things weren't covered They also learned how little there was in published library literature on replacing collections accepting gifts in huge quantities dealing with insurance companies keeping the building secure the difficulties in their state of hiring temporary help and working with contractors Each chapter is written by a different staff member or pairs and discusses the impact the disaster had on their department How do you keep staff morale intact and how do you communicate when there are no telephones electricity or heating cooling in the building Health concerns for the safety of employees from mold are also discussed This lengthy volume is important as it documents the severity of the disaster but also reads as a cathartic dissertation that will help the staff in the healing process as they regain control of their library Useful lessons can be learned by large academic and public libraries thinking through their own disaster plans *The Disaster Planning Handbook for Libraries* Mary Grace Flaherty, 2021-10-12 Libraries are in a unique position to aid communities during times of adversity and this comprehensive handbook's practical tools and expert guidance will help ensure that your library is thoroughly prepared for emergency response and recovery Your library is a vital information hub and resource provider every single day and that's doubly true when calamity strikes In fact your library's role as an essential community function during disasters is now encoded in U.S. law Engaging as a partner in planning and preparedness will build much needed community support should disaster strike and even a basic plan will also save you time and stress later on No matter where your library is in the disaster planning cycle this handbook will make the process clearer and less daunting You'll get tools activities easy to adapt templates and hands-on guidance on such topics as the six phases of disaster response 15 first-hand accounts of library disaster planning or responses helping you identify the library services most needed during a disaster three essential factors that will shape the form of your disaster plan preparing for hurricanes tornadoes fires floods and earthquakes ideas for connecting with your community's emergency response teams federal government planning resources pointers on working with state and local governments a sample Memorandum of Understanding to outline mutual support for a speedier recovery recommended courses and training many of which are free targeted advice for archives and special collections sample building inspection

checklists and recommended games to help children and families prepare The Disaster Planning Handbook for Libraries Mary Grace Flaherty, Katherine R. Greene, Michelle Runyon, 2022 This handbook provides an array of resources to enable library staff to serve their communities in disaster planning response and recovery Library as Safe Haven Deborah D. Halsted, Shari C. Clifton, Daniel T. Wilson, 2014-08-05 Libraries have always played a special role in times of disaster by continuing to provide crucial information and services *Disaster Planning for Libraries* Guy Robertson, 2014-12-09 Libraries are constantly at risk Every day many libraries and their collections are damaged by fire flooding high winds power outages and criminal behaviour Every library needs a plan to protect its staff sites and collections including yours Disaster Planning for Libraries provides a practical guide to developing a comprehensive plan for any library Twelve chapters cover essential areas of plan development these include an overview of the risks faced by libraries disaster preparedness and responding to disasters resuming operations after a disaster and assessing damage declaring disaster and managing a crisis cleaning up and management after a disaster and normalizing relations staff training testing disaster plans and the in house planning champion Provides a practical approach to developing a comprehensive plan for any library big or small Supplements technical information with interviews and case studies Includes appendices covering pandemic management moisture control and library security *Disaster Response and Planning for Libraries* Miriam B. Kahn, 2012-02-21 Provides the tools librarians need to prepare for disasters that can ruin their holdings of books journals audio and videotapes and CDs describing the steps to planning for and implementing a workable disaster response plan **Disaster Management for Libraries and Archives** John Feather, 2017-03-02 Disaster planning might not seem a pressing concern until disaster strikes Recent events have reminded us that any collection or service may be at risk and libraries and archives must have prevention and recovery measures in place Written by academics and practitioners drawing on firsthand experience and research worldwide including Australia Scandinavia and the USA Disaster Management for Libraries and Archives reviews and explains the importance and scope of disaster management planning and what can be done before during and after incidents The book begins by explaining how to develop a disaster control plan outlining the different phases from prevention to recovery and goes on to provide guidance on risk assessment and management methods which should underpin disaster planning Individual chapters then focus on fire and flooding bringing together lessons learned from recent disasters in the UK with case study material including information on prevention systems and reaction and recovery measures A chapter on cooperative projects in the USA follows providing examples of how collaborative partnerships and networks can be organized so that help expertise and resources can be shared to facilitate management of disasters The effect on people both employees and users must never be overlooked this is the emphasis of the second half of the book Research on the impact of a major library fire in Sweden forms the basis of the next chapter which explains how the psychological impact of disasters on both staff and the local community can be managed The following chapter describes the devastating effects on cultural institutions

and their staff of war in Croatia in the early 1990s and extraordinary achievements against the odds Ways of maintaining immediate temporary service continuity along with planning for long term restoration of services are exemplified by a case study of the fire at the Central Library of Norwich Disaster Management for Libraries and Archives offers advice and insight for managers beginning to work on or reviewing disaster management within their organizations The accounts of actual events highlight the real life challenges faced and the effectiveness of appropriate solutions while the guide to information sources at the end of the book signposts readers to a wealth of other useful material [Comprehensive Guide to Emergency Preparedness and Disaster Recovery](#) Frances C. Wilkinson,Linda K. Lewis,Nancy K. Dennis,2010 **Recovery from Library**

Disasters: A Practical Guide Pasquale De Marco,2025-05-11 Recovery from Library Disasters A Practical Guide is the definitive guide to disaster recovery for libraries Written by a team of experts with decades of experience this book provides comprehensive guidance on all aspects of disaster planning and recovery from risk assessment and emergency response to salvage and restoration Recovery from Library Disasters A Practical Guide is essential reading for all library staff from administrators to front line workers It is also a valuable resource for anyone who is interested in disaster preparedness and recovery In this book you will learn how to Assess your library s risk of disaster Develop a disaster recovery plan Respond to a disaster Salvage and restore damaged materials Recover from a disaster and restore library services Recovery from Library Disasters A Practical Guide is filled with practical advice and real world examples It is the only book you need to prepare your library for any type of disaster Don t wait until it s too late Order your copy of Recovery from Library Disasters A Practical Guide today If you like this book write a review on google books **Emergency and Disaster Management: Concepts, Methodologies, Tools, and Applications** Management Association, Information Resources,2018-07-06 In a world of earthquakes tsunamis and terrorist attacks emergency response plans are crucial to solving problems overcoming challenges and restoring and improving communities that have been affected by these catastrophic events Although the necessity for quick and efficient aid is understood researchers and professionals continue to strive for the best practices and methodologies to properly handle such significant events Emergency and Disaster Management Concepts Methodologies Tools and Applications is an innovative reference source for the latest research on the theoretical and practical components of initiating crisis management and emergency response Highlighting a range of topics such as preparedness and assessment aid and relief and the integration of smart technologies this multi volume book is designed for emergency professionals policy makers practitioners academicians and researchers interested in all aspects of disaster crisis and emergency studies

Dealing with Natural Disasters In libraries William Miller,Rita Pellen,2018-10-24 Learn from those who actually dealt with disaster Regardless of the type of library natural disasters can have catastrophic effects on its collections and artifacts Dealing with Natural Disasters in Libraries provides an inside look at different disasters and how diverse types of libraries dealt with the consequences This useful resource covers a wide range of natural disasters including flood fire water damage

mold sick building syndrome and hurricane damage Librarians from different types of libraries describe personal efforts to cope with real life cases of disaster and discuss principles and lessons which can be used to plan for and better respond to future catastrophic occurrences Every library should have a disaster plan in place Dealing with Natural Disasters in Libraries provides realistic guidance on how to best prepare for catastrophic damage and loss and practical suggestions on how to best respond once disaster does strike These authors use their unique perspectives on having lived through a disaster to provide a close examination of lessons learned This crucial book includes a selected bibliography and a series of case studies that illustrate what other librarians did to repair and rebuild collections and facilities after experiencing some of the most challenging circumstances imaginable Managing people education and training the creation of a disaster plan the treatment of damaged materials recovery of materials and the successful rebuilding of a library after its complete destruction are all discussed in detail Dealing with Natural Disasters in Libraries examines case studies of different types of disasters and effective responses steps small libraries should take during the first month after a disaster strategies to deal with fire smoke and water damage issues what to do to avoid mold growth after moisture problems or water damage fixing sick buildings dealing with the devastation of Hurricane Katrina post disaster recovery differing responses to minor disasters localized disasters major disasters and catastrophic disasters providing public access to vital information after disasters strike prevention of potential disaster situations and more Dealing with Natural Disasters in Libraries is an essential resource for academic librarians public librarians special librarians school librarians library science faculty and administrators

Technology Disaster Response and Recovery Planning: A LITA Guide Mary Mallery, 2015-04-08 Most library disaster plans focus on response and recovery from collection and facilities disasters such as fire and floods But because technology is becoming ever more integral to libraries role in their communities any interruption in service and resources is a serious matter A disaster s effect on internet and social media sites electronic resources digital collections and staff and public infrastructure of PCs tablets laptops and other peripherals requires special consideration Featuring contributions from librarians who offer hard won advice gained from personal experience this compendium leads readers through a step by step process of creating a library technology disaster response and recovery plan This LITA guide Outlines the three phases of technology disaster response with examples of planning and implementation strategies from several different libraries Describes how to conduct an inventory and risk assessment Provides detailed case studies of recent large scale technology disasters in libraries and documents how lessons learned have helped to improve technology disaster planning Offers an in depth look at future trends in cloud computing mapping out the new field of disaster mitigation response and recovery planning Includes useful resources such as checklists templates and a sample communications plan Though libraries can never know when or how disaster may strike with the help of this guide they ll be able to craft a response and recovery plan to weather the storm and get library technology back online as quickly as possible **The**

Strategic Stewardship of Cultural Resources Andrea Merrill T, 2013-05-13 Keep your cultural resources safe for generations to come Culled from papers presented at a Library of Congress symposium in October 2000 The Strategic Stewardship of Cultural Resources To Preserve and Protect examines the challenges you face in preserving and safeguarding your library's resources Twenty two leading library and archival professionals address critical issues on the preservation and security of collections in cultural property institutions including libraries museums and archives The book explores the connections between physical security and the preservation of our cultural heritage The Strategic Stewardship of Cultural Resources identifies the risks involved in preserving cultural resources and presents effective strategies for security The book guides you through the process of evaluating preservation and security programs budgeting costs determining the right amount of facilities security meeting the challenge of preserving digital information and coping with the negative effects of theft and vandalism The Strategic Stewardship of Cultural Resources focuses on four keys that are central to safeguarding your heritage assets physical security protection from theft mutilation damage by water fire etc with strategies used by the Library of Congress and other major libraries preservation protection from deterioration through conservation and reformatting using examples from the National Endowment for the Humanities the Library of Congress and other institutions bibliographic control knowing what your library has inventory control knowing where your collections are The Strategic Stewardship of Cultural Resources To Preserve and Protect also examines the FBI's Art Theft Program national and institutional requirements for preservation funding and measuring the effect of environmental elements temperature humidity etc on your collection The book is an essential resource for library archive and museum directors preservation officers security professionals curators and archivists

Disciplines, Disasters and Emergency Management David A. McEntire, 2007 Disasters such as the 9 11 terrorist attacks the Indian Ocean Tsunami and Hurricane Katrina illustrate the salience and complexity of disasters Both scholars and practitioners therefore agree that we must take a more proactive and holistic approach to emergency management which should logically be derived from a sound understanding of the academic literature and the most pressing concerns facing professionals in the field today Disciplines Disasters and Emergency Management reviews what is known about catastrophic events from the standpoint of various academic areas of study The introduction

Developing and Maintaining Practical Archives Gregory S. Hunter, 2020-04-14 Since its original publication Hunter's manual has been not only a rich and ready reference tool but also a practical resource for solving problems Catholic Library World and no text has served as a better overview of the field of archives Newly revised and updated to more thoroughly address our increasingly digital world including integration of digital records and audiovisual records into each chapter it remains the clearest and most comprehensive guide to the discipline Former editor of American Archivist the journal of the Society of American Archivists SAA Hunter covers such keystone topics as a history of archives including the roles of historical societies and local history collections in libraries new sections on community archives diversity and

inclusion conducting a survey and starting an archival program selection appraisal acquisition accessioning and deaccessioning important points of copyright privacy and ethics arrangement of archival collections with a discussion of new theories description including DACS EAD and tools such as ArchivesSpace access reference and outreach with a look at how recent innovations in finding aids can help researchers preservation including guidance on how to handle rare books maps architectural records and artifacts digital records addressing new and popular methods of storage and preservation of email social media image files webpages Word documents spreadsheets databases and media files disaster planning security and theft prevention metrics assessment establishing employee procedures and policies working with interns and volunteers and other managerial duties public relations and marketing from social media and the Web to advocacy and professional guidelines and codes such as the newly developed SAA Statement of Core Values of Archivists Providing in depth coverage of both theory and practice this manual is essential for archivists at all levels of experience and of all backgrounds Disaster Management in Archives, Libraries and Museums Graham Matthews,Yvonne Smith,2016-12-05 This important book assesses the current state of disaster management in archives libraries and museums in the UK and around the world and provides recommendations for addressing current and future threats Following an introductory outline of the topic and terminology the authors provide a short history of the development of disaster management in the cultural heritage sector They illustrate a basic framework for effective disaster management by reviewing disaster control plan practice from around the world Through examining and identify the key issues affecting disaster management in archives libraries and museums the authors discuss a priority structure for future implementation This book will be key reading for scholars and students of archive studies library and information and museum management It will also be extremely useful for professionals and policy makers involved in disaster management planning at a local and national level *Emergency Preparedness and Disaster Recovery in School Libraries* Christie Kaaland,William Lokey,2014-12-16 When disaster strikes school librarians can play a key role in keeping kids safe This is the only book written specifically to provide school librarians with emergency preparedness and recovery tools as well as curricular tie ins No school is immune to disaster whether in the form of a natural event like a tornado or a tragedy like the violence that occurred at Sandy Hook Elementary School The key to minimizing injury or death in an emergency is preparedness something the school librarian is uniquely positioned to lead This must have book will show you how to be proactive in getting your school ready for the worst It provides comprehensive preparedness and recovery plans check lists and curricular recommendations on preparedness that can be tailored to your individual library and community Covering natural disasters human made disasters and school violence the book shows you how to conduct drills assess vulnerabilities and risk communicate preparedness plans and use bibliotherapy for disaster recovery It also describes how your library can be a safe haven for students who feel disconnected bullied or otherwise disenfranchised Although the book is primarily intended for school librarians classroom teachers will also find many ideas here for helping students be

better prepared for disasters whatever their cause or severity Fundamentals of Collection Development and Management
Peggy Johnson, 2009 Addresses the art of controlling and updating your library's collection Discussions of the importance and logistics of electronic resources are integrated throughout the book *Advances in Library Administration and Organization*
Delmus E. Williams, Janine Golden, 2012-12-05 The book will examine the challenges that working administrators face and discusses how to enable them to look more closely at their operations and to reconsider how to develop people and the organizations in which they work As in previous volumes of *Advances in Library Administration and Organization* the studies outlined in the chapters of Vo **Public Library Administration Transformed** Karen Starr, Patrick Ragains, 2018-09-18
Public libraries have historically faced challenges as viable units in local government As society struggles with issues related to the scope and effectiveness of government librarians must ask How and why will communities support public libraries in the 21st century *Public Library Administration Transformed* covers public library administration in a comprehensive and detailed manner Chapters cover administrative functions of the library public finance administrative law library governance human resources leadership strategic planning program management and evaluation marketing and public relations intergovernmental relations cooperative government The discipline of public administration develops skills that are vital to successful libraries Grounded in the context of public administration this book provides a framework for future library services focusing on effective public sector skills organizational and service innovation information technology readers and the full range of library constituents Suitable for use in public library classes exam copies are available to qualified instructors of such courses upon request

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