Small Disasters, Big Problems

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Major and Minor Disasters

Major Disasters
- Hurricanes, tornadoes, floods, fires, earthquakes, etc.

Minor Disasters
- Leaks, burst pipes, mold, pests, etc.
Minor Disasters
Always Sweat the Small Stuff

Do your homework
• Identify and evaluate your risks
• Prepare for the worst and hope for the best
• Create a comprehensive disaster plan that includes response and recovery
Leaks
A Badly Timed Rainstorm
Too Little Too Late!
Preparation Pays Off!
Roof Leak Diverter
Bertha and Hildegarde
HVACS - The Usual Suspects
Bertha and Hildegarde
HVACS - The Usual Suspects
Bertha and Hildegarde
The Usual Suspects

Triage and Response
Bertha and Hildegarde
The Usual Suspects
Pipes Always Burst at 5:02 on a Friday
Making Do in a Pinch
Mice and Roaches and Silverfish Oh My!

- Mice
- Roaches
- Silverfish
- Birds
- Termites
- Bed Bugs!
- Book Lice
- Moths
Be Prepared!
Preventative Measures

- Environmental controls – temperature gauges, de-humidifiers, etc.
- Monitor water sources – inspect regularly to prevent leaks, mold, etc.
- Monitor food sources – limit food in department, as well as plants and cut flowers
- Supplies – purchase and update
- Monitor incoming collections (quarantine?)
- Strategic shelf positioning of material
- Shelf covering
- Pest control – contracted/traps
- Security – contracted
- Know your administrative contacts for authorization purposes
- Have a list of reputable resources
- Be aware of insurance policies/riders
- *Know what you have and be able to triage your collection with speed and effectiveness
- DISASTER PLANS ARE ESSENTIAL!
Creating a Departmental Disaster Plan
A Separate Part of the Whole
Create a Plan

- If your archives does not have a disaster plan – create one
- If your archives has one, make sure that it is current
- Discuss disaster plan with administration
- Designate a disaster coordinator – get organized and know who is in charge
- Who handles the money – supplies, insurance, salvage, etc.
- Know your protocols/responsibilities – fact find/get information/attend workshops
- Evacuation plan
  - Prioritize patrons and staff!
  - Create a central meeting area
  - Create emergency phone list for staff, students, and volunteers
  - Familiarize your department with evacuation policies and drill
  - Create salvage priorities
Creating a Successful Disaster Plan

I. Major Emergencies Instructions
   A. Evacuation and Recovery - **Safety of patrons, student workers, volunteers, and staff comes first!!

   B. Create a List of Immediate Steps

II. Staff Emergency Contact List and Disaster Phone Tree

III. Disaster Response Team – Duties and Responsibilities
Creating a Successful Disaster Plan

IV. Salvage Priorities
V. Departmental Maps Indicating Collection Locations and Salvage Priorities
VI. Procedures for Recovery

**TRIAGE then RESPOND** – what needs immediate attention and what can wait
   A. Recovering damaged wet books and materials
   B. Removing wet books and materials
   C. Packing wet books and materials
   D. Air drying wet books and materials
   E. Air drying wet books and materials
   F. Materials requiring immediate attention

VII. Disaster Supply List and Location
Salvage Priority List
What Should Be Salvaged First?
## Salvage Priority List

### Top 10 Textile Collections

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Type of Material</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>The academic hood of Charles Duncan McIver</td>
<td>Box 1</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>Red Leather Class Jacket</td>
<td>TBD</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>Green Suede Class Jacket</td>
<td>TBD</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>1907 Marshal Dress</td>
<td>Box 5</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>1941 Marshal Dress</td>
<td>Box 36</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>1949 Marshal Dress</td>
<td>Box 37</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>May Queen Dress</td>
<td>Box 38</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>1908 Gym Suit</td>
<td>Box 4</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>Satin Marshal Sashes</td>
<td>Box 34</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
<tr>
<td>Foust Regalia</td>
<td>Box 22</td>
<td>Textile / Cloth</td>
<td>KS</td>
</tr>
</tbody>
</table>

### Top 10 Artifact Collections

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Type of Material</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>McIver's Death Mask, 1906</td>
<td>Box 14</td>
<td>Artifact</td>
<td>SM/HT/EL/KS</td>
</tr>
<tr>
<td>Foust's Sterling Silver Loving Cup</td>
<td>Box 1</td>
<td>Artifact</td>
<td>SM/HT/EL/KS</td>
</tr>
<tr>
<td>Class Rings and Pins</td>
<td>Box 1</td>
<td>Artifact</td>
<td>SM/HT/EL/KS</td>
</tr>
<tr>
<td>Gold Medal with McIver on the back, 1879</td>
<td>Box 4</td>
<td>Artifact</td>
<td>SM/HT/EL/KS</td>
</tr>
</tbody>
</table>
May Day: Saving Our Archives
Annual Update of Plans and Drills

RESOURCES
Resources like ours help individuals and institutions preserve and protect their collections. Advance your skills with program materials, professional development, and funding opportunities.

MAYDAY
DO ONE THING FOR EMERGENCY PREPAREDNESS
Continuing in the tradition established by the Society of American Archivists and Heritage Preservation, the Foundation for Advancement in Conservation encourages libraries, museums, archives, historical societies, and preservation organizations to set aside May 1st to participate in MayDay. This year, make sure your institution is prepared!
Know Your Resources

- Society of American Archives
- American Library Association
- Council of State Archivists
- Smithsonian Institute
- Heritage Preservation
- National Archives
- Northeast Document Conservation Center
Protecting Collections During COVID-19

COVID-19 PREVENTION
In the UNCG University Libraries

- Wash hands thoroughly and often.
- Cover coughs and sneezes with tissue or elbow.
- Practice social distancing.
- Clean and sanitize common use areas.
- If you feel sick or have been near someone who is, please stay home.

For more information on UNCG policies about COVID-19, follow the link:
https://uncg.edu/novel-coronavirus-covid-19/
COVID-19
Who’s in the Building?
Monitoring Your Material during the Pandemic
COVID-19
Safely Reopening Your Archives

- Realm Project
- Society of American Archivists Response to COVID-19
- Institute of Museum and Library Services Reopening Practices for Libraries, Museums
Contact Information

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