

Section 5: Disaster Planning Literature

There are many books and articles about disaster planning and disaster recovery. They cover a wide variety of media in need of care, from traditional library materials (books and paper) to magnetic media, photographs, and more.

This brief, annotated bibliography, arranged alphabetically by the author or editor's last name, contains three sections. The first provides a list of handbooks and manuals to assist in developing disaster plans. The second contains a list of articles about real-life disaster recovery operations. Finally, the bibliography includes a list of online resources to aid in disaster planning and recovery.

I. Resources for Developing Your Disaster Plan

Balloffet, Nelly. *Library Disaster Handbook: Planning, Recovery, Resources*. Highland, NY: Southeastern New York Library Resources Council, 1992.

A good basic handbook, offering step-by-step instructions for many disaster recovery techniques. Chapters include: preparing for the worst; salvage techniques; books and papers; dealing with photographic materials; before and during a disaster; salvage of other items often found in libraries; supplies and equipment for a salvage kit; additional supplies and equipment; salvage companies, freezer storage facilities, film processors, magnetic tape recovery; sources of help and advice; and a bibliography. Many sources for the purchase of supplies are also provided.

Brooks, Constance, [ed.]. *Disaster Preparedness*. Washington, D.C.: Association of Research Libraries, 1993.

A very good collection of articles and guidelines dealing with many different types of library disasters. Included is information about mold, salvaging many types of library materials, and writing a disaster plan.

Buchanan, Sally. *Disaster Planning: Preparedness and Recovery for Libraries and Archives*. Paris: General Information Programme and UNISIST, United Nations Educational, Scientific, and Cultural Organization, 1988.

This study is composed of two parts -- the first, on disaster preparedness, covers planning, prevention, and protection; the second provides advice and instructions for disaster recovery, including specific chapters on water and fire damage. Appendices include sample forms and checklists and a substantial bibliography.

DeCandido, Robert, and Cheryl Shackelton. *Who Ya Gonna Call?: A Preservation Services Source Book for Libraries and Archives*. New York: METRO, 1992.

A sourcebook prepared primarily for the greater New York City metropolitan area, although many of the services listed are located elsewhere. Services range from photocopying of replacement volumes to selecting art conservators, binders, conservation supply companies, and environmental assessment consultants. The book also contains an

excellent bibliography on general care, handling, and disaster recovery for magnetic media, flat paper items, photographs, books, sound recordings, etc.

Dorge, Valerie, and Sharon L. Jones, comps. *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions*. Los Angeles: The Getty Conservation Institute, 1999.

Planning guidelines are divided up by roles within the cultural institution: sections specifically address activities performed by the director, emergency preparedness manager, and departmental team leaders. Appendices include emergency procedures, job descriptions, and supply lists.

Environmental Protection Agency. “*Mold Remediation in Schools and Commercial Buildings*”

<http://www.epa.gov/mold/pdfs/moldremediation.pdf>

U.S. Environmental Protection Agency

Office of Air and Radiation, Indoor Environments Division (6609-J)

EPA 402-K-01-001, March 2001

Available in print and on web.

Fortson, Judith. *Disaster Planning and Recovery: A How-to-do-it Manual for Librarians and Archivists*. New York: Neal-Schuman Publishers, 1992.

A good resource on how to deal with a variety of disasters, including fire, water, wind, and earthquakes. Several useful appendices are also included: vendors of supplies and services; National Fire Protection Association guidelines for libraries, archives, and record centers; locations of FEMA offices; and two statewide disaster plans, one from Illinois and one from Oklahoma.

Genovese, Robert. *Disaster Preparedness Manual*. Buffalo, NY: William S. Hein & Co., Inc., 2003.

Originally written for the University of Arizona College of Law Library, this spiral-bound volume describes measures to be taken by library staff in the event of a natural or manmade disaster. Included are emergency procedures for dealing with biological agents, disruptive persons, explosions.

Gilderson-Duwe, Caroline, comp. *Disaster Recovery: Supplies and Suppliers*. Madison, WI: Wisconsin Preservation Program (WISPPR), 1995.

Includes a list of items for a “Basic Recovery Kit,” plus lists of supplies, consultants, disaster recovery services, and vendors of those services.

Heritage Preservation. *Field Guide to Emergency Response: A Vital Tool for Cultural Institutions*. 2006.

Follow step-by-step instructions tailored to the scope of your emergency: what to do first, whom to call, how to prevent further damage; form a response team to deal with multiple tasks; working with emergency responders, assessing and documenting damage, ensuring health and safety of staff, and setting up a salvage operation; stabilize your collections with advice from professionals on handling the most common types of damage

from water, mold, corrosion, pests, and other threats (a companion DVD shows you how); customize handy checklists for your institution and find vital conservation resources.

Hiatt, Charlotte J. *A Primer for Disaster Recovery Planning in an IT Environment*. Idea Group Publishing, 2000.

This book provides important disaster recovery information related to electronic resources and covers disaster planning, backups, and disaster recovery in the IT environment. Useful appendices include a glossary; a diagram of the workflow for creating a business resumption plan; a risk analysis questionnaire and case study; disaster recovery procedures; procedures for testing recovery and resumption plans; and several sample case studies.

Jones, Virginia A., and Kris E. Keyes. *Emergency Management for Records and Information Management Programs*. ARMA International, 2001.

Five sections provide a step-by-step guide through the essential phases of emergency management—prevention, preparedness, response, and recovery—and address the basic concepts of emergency management and insights on selling it to top management; vital records, risk management, and disaster prevention planning; preparation of the emergency management plan; recovery and resumption of operations. "Chapter Checklists" at the end of each chapter review major concepts and guide you in forming your emergency plan, and "Small Business Tips" give information of special importance to small organizations.

Kahn, Miriam B. *Disaster Response and Planning for Libraries, 2nd edition*. American Library Association, 2003.

The completely revised second edition is the most thorough guide to preventing or responding to problems big and small. With up-to-date information on prevention equipment and materials, it also provides the latest information on preparing for technology recovery. One new case study on post-9/11 recovery and one mold scenario give real-life examples of what can happen and what to do. Kahn has packed this book with 43 reproducible checklists and forms and a comprehensive list of resources.

Lord, Allyn; Carolyn Reno; and Marie Demeroukas. *Steal This Handbook!: A Template for Creating a Museum's Emergency Preparedness Plan*. Columbia, SC: Southeastern Registrars Association, 1994.

A handbook that provides step-by-step instructions for small to mid-sized museums to use to develop an emergency preparedness plan. Most of the information is applicable to libraries and other cultural institutions. Chapters address the emergency preparedness plan, preparedness standards, emergency procedures, and clean-up procedures. Appendices provide useful examples of forms, lists, and procedures. A substantial bibliography is included.

Morris, John. *The Library Disaster Preparedness Handbook*. Chicago: American Library Association, 1986.

A good basic handbook which discusses many aspects of disaster planning. Chapters include: basic building safety; problem patrons; theft and mutilation of books and materials; fire protection; water damage; protection and recovery; planning and design for safety and security; preservation and conservation; and insurance and risk management.

Ogden, Sherelyn, ed. *Preservation of Library & Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1992 and 1994 (rev. ed.). [Note: Many of the leaflets in this manual can be found online and updated at <http://www.nedcc.org/resources/leaflets.list.php>] A general preservation handbook which contains one section on disaster preparedness and recovery (“Emergency Management”). This section has a wealth of information, including a checklist for getting started in disaster planning and a list of service providers and suppliers of salvage equipment.

Preservation Committee, New York University Libraries. *Disaster Plan Workbook*. New York: New York University, Elmer Holmes Bobst Library, 1984. Provides step-by-step instructions and guidelines for developing a disaster plan. Chapters include emergencies, procedures, computers, equipment, resources, personnel, branches, and insurance. Each chapter contains lists of the information necessary for inclusion in a disaster plan and lists of supplies to be kept on hand.

Rhodes, Barbara J., comp. *Hell and High Water: A Disaster Information Sourcebook*. New York: METRO, 1988. A sourcebook that provides vendors of disaster services, supplies, and equipment, prepared primarily for the greater New York City metropolitan area. Also included are discussions of disaster planning, preparedness, and recovery; descriptions of recovery methods; and lists of supplies and equipment with comments about their uses.

Skepastianu, Maria. *Library Disaster Planning*. The Hague: International Federation of Library Associations and Institutions, 1995. A brief guide to disaster planning, prevention, preparedness, and response.

Special Libraries Association. *Disaster Planning and Recovery: An SLA Information Kit*. Washington, D.C.: Special Libraries Association, 1989. An overview of the issues involved in disaster planning and recovery. The kit brings together a collection of previously published materials from a broad spectrum of library literature. There are three sections: elements of and guidelines for developing disaster plans; articles on specific types of disasters and case studies of libraries' responses to disaster; and a sample disaster plan designed for a special library. A selective bibliography is included.

Thenell, Jan. *Library's Crisis Communications: A PR Guide for Handling Every Emergency*. Chicago: American Library Association, 2004. When emergencies escalate, knowing what to do in advance is the key. Libraries that are equipped with ready contact information, talking points, and spokespeople at hand are prepared to limit damage from big events or ensure small problems don't escalate.

Expert library PR pro Thenell illustrates communications basics in this step-by-step primer, designed to prepare libraries for communicating to critical contacts in times of crisis.

United States. National Archives and Records Administration. Office of Records Administration. *Vital Records and Records Disaster Mitigation and Recovery*. College Park, MD: National Archives and Records Administration, Office of Records Administration, 1996.

A brief instructional guide to emergency preparedness, disaster mitigation, and disaster recovery for federal records repositories. Identifying and protecting vital records is emphasized. The sample emergency response plan provided in Appendix D is especially useful.

Virando, Jacqueline A., comp. *Disaster Recovery Planning and Resources for Records Managers and Librarians*. Silver Spring, MD: Association for Information and Image Management, 1991.

A brief guide to disaster planning and recovery, compiled from actual plans currently in use. Most helpful are the appendices, which include annotated lists of disaster recovery consultants, products, and services, as well as a selective bibliography.

Wellheiser, Johanna, and Jude Scott. *An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centers*. Scarecrow Press, Inc. & Canadian Archives Foundation, 2002 (second edition).

This publication provides a broad-based approach to "integrated disaster planning." It explains each phase of disaster planning, with chapters covering prevention planning, protection planning, preparedness planning, response planning, and recovery planning. Also considered are collections, records, facilities, and systems and post-disaster planning. Also includes list of federal and local assistance programs and other sources for financial assistance.

II. Accounts of Actual Disaster Recovery Operations

Balas, Janet L. "No Rest for the Weary, or, a Systems Administrator's Work Is Never Done." *Computers in Libraries* 26, No. 1 (January 2006): 17-19.

Cervone, Frank H. "Disaster Recovery and Continuity planning for Digital Library Systems." *OCLC Systems and Services* 22, No. 3 (2006): 173.

Curzon, Susan Carol. "When Disaster Strikes: The Fall and Rise of a Library." *American Libraries* 31, No. 4 (April 2000): 64-69.

Dempsey, Beth. "Responding to Disaster." *Library Journal* 130, No. 20 (December 2005): 6-8.

Dickerson, Lon R. “**Building Even Better Libraries, Post-Katrina.**” *American Libraries* 36, No. 10 (November 2005): 16-18.

Eberhart, George. “**Katrina's Terrible Toll.**” *American Libraries* 36, No. 9 (October 2005): 14-24.

Eng, Sidney. “**How Technology and Planning Saved My Library at Ground Zero.**” *Computers in Libraries* 22, No. 4 (April 2002): 28-34.

King, Susan L. “**What If: A Case Study of a Hurricane.**” *ARMA Records Management Quarterly* 28, No. 3 (July 1994): 30-32.

Kuzyk, Raya. “**Serving Through Disaster.**” *Library Journal* 132, No. 5 (March 15, 2007): 26.

Long, Sarah Ann. “**Recovery and Renewal: Libraries Lead the Way in Post-Katrina New Orleans.**” *New Library World* 107, No. 11/12 (2006): 552.

Matthews, Graham. *Disaster Management for Libraries and Archives*. Ashgate Publishing, Ltd. 2003.

Myles, Barbara. “**The Impact of a Library Flood on Computer Operations.**” *Computers in Libraries* 20, No. 1 (January 2000): 44-48.

Silverman, Randy. “**Toward a National Disaster Response Protocol.**” *Libraries & Cultural Record* 41, No. 4 (Fall 2006): 497-514.

III. Online Resources for Disaster Planning/Recovery

Association of Moving Images Archivists

<http://www.amianet.org/publication/resources/guidelines/guidelines.html>

This site has free guidelines for storage of moving images media.

Conservation Online

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

This site includes resources for disaster planning and recovery as well as disaster recovery case histories.

Council of State Archivists

<http://www.statearchivists.org/prepare/index.htm>

This site includes a pocket response plan that can be adapted to all cultural institutions.

dPlan: The Online Disaster Planning Tool

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

This is a free online template that helps institutions create their own disaster plan.

Environmental Protection Agency

“Mold Remediation in Schools and Commercial Buildings”

<http://www.epa.gov/mold/pdfs/moldremediation.pdf>

U.S. Environmental Protection Agency

Georgia Archives

http://www.georgiaarchives.org/how_may_we_help_you/emergency_advice/default.htm

This site provides helpful guidelines and resources for disaster planning and recovery.

Heritage Preservation

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

This site promotes the preservation of our nation’s treasures: buildings, monuments, museums, archives, libraries, etc.

Michigan State University Libraries

<http://matrix.msu.edu/~disaster/>

This site includes a database of supplies, vendors, and experts in disaster recovery as well as sample disaster plans.

National Archives and Records Administration (NARA)

<http://www.archives.gov>

<http://www.archives.gov/preservation/disaster-response/guidelines.html>

This site includes resources on disaster recovery for family treasures, archival materials, books and bound materials, photographic materials, and audiovisual collections.

National Parks Service Conserve O Grams

http://www.cr.nps.gov/museum/publications/conservedgram/cons_toc.html

This site has eleven pamphlets on disaster planning and recovery for museums and archives.

Northeast Document Conservation Center

<http://www.nedcc.org/resources/leaflets.list.php>

This site offers access to a myriad of preservation leaflets including emergency management.

Southeastern Library Network

www.solinet.net/preservation/disaster

This site allows users to request disaster assistance, volunteer to assist other institutions affected by disasters and includes various resources on disaster planning, prevention, and recovery.

Special Library Association

<http://www.sla.org/content/resources/infoportals/disaster.cfm>

This site provides a list of articles as resources of disaster planning, recovery, and response.