Collection Stewardship: Protecting the Access Rights of Present and Future Users

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Risk Mitigation:

- What are the risks?
- How likely are they to occur?
- How often could they occur?
- What is the likely outcome if the risk event occurs?
Preservation/Stewardship:

Preservation is strategic initiatives, programs, and processes designed to maintain useful access to information assets, serving the information needs of both present and future generations.
Preservation:

- Care and Handling
- Shelf Maintenance
- Work process risk assessment
- Environmental Control
- Identify Core Collections
- Collection Condition Assessment
- Collections Care
- Conservation
- Digital Imaging
- Web Harvesting
- Security & Disaster Planning
Care and Handling:

Processes for collecting, transporting, sorting, and reshelving library materials should be examined to be sure that books are always supported. Staff training in handing and processing materials is critical.
Shelf or Stack Maintenance

“Stack maintenance is a general term for the work done in the stacks. All of the work that takes place in the stacks is intended for the betterment of the library and the patrons. When the stacks are organized in an orderly fashion it allows patrons and librarians to easily find what they are searching for. A tidy shelf also ensures an aesthetic appeal. If the library looks good and the books are easy to find, patrons will return.”
Shelf or Stack Maintenance:
Environmental Monitoring:

- Temperature and Relative Humidity
- Time Weighted Preservation Index
- Prevents Mold Disasters from Occurring
Collection Care vs. Conservation:
Basic book repair techniques can add significant life to bound volumes and prevent costly rebinding, replacement, or reformatting.
Assessing collections
Assessing collections
Assessing collections
Collection assessment

Experience
Observations
Anecdotal evidence
Feelings
Worry

Evidence
What a survey can tell you

• Collection Care, Binding
• Conservation Treatment
• Box
• Brittle paper
• Digitize
• Collection Environment
Outcomes

• Accurate definition of condition categories
• A ranking of condition categories
• Number of items/books in each category
• Percentage of total items surveyed within each category: = 100 % total sample
• Projected numbers within each category in the total collection
## Designing the survey instrument

<table>
<thead>
<tr>
<th>Condition Category</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine 1</td>
<td>No Action</td>
</tr>
<tr>
<td>Good 2</td>
<td>Low Priority</td>
</tr>
<tr>
<td>Fair 3</td>
<td>Moderate Priority</td>
</tr>
<tr>
<td>Poor 4</td>
<td>High Priority</td>
</tr>
</tbody>
</table>
Designing the survey instrument

<table>
<thead>
<tr>
<th>Use</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Low</td>
<td>Fine, Good, Fair, Poor</td>
</tr>
<tr>
<td>• Moderate</td>
<td>Fine, Good, Fair, Poor</td>
</tr>
<tr>
<td>• High</td>
<td>Fine, Good, Fair, Poor</td>
</tr>
</tbody>
</table>
Identify Core Collections:

- Local Collections
- “Unique” items
- Not easily replaced
- Intrinsic Value
- Represents an important information asset
Digital Imaging:

• Creates digital surrogates of paper publications
• Increases Access
• Digital Content Contributor Partners
• Adds to the national collection of Federal publications in govinfo
Disaster Planning:
Security and Theft:

ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections

These guidelines identify important issues that collection administrators should address in developing adequate security measures and a strategy for responding to thefts. While directed primarily toward special collections in the U.S., many topics are also applicable to general collections and to special collections in other countries. “Special Collections” here refers to repositories containing rare books, manuscripts, archives, and other antiquarian and special materials. “Booksellers” refers to those who sell such materials. In the term “Library Security Office,” “Library” is understood to mean any special collections repository.

Part I: Security Measures

1. Introduction

Administrators of special collections must ensure that their materials remain intact and secure from theft and damage. The security of collections is now especially important since administrators’ efforts to increase the use and knowledge of collections in their care can result in a greater public awareness of their value and may increase the risk of theft. Security arrangements may vary from one institution to another and are dependent on staffing, physical setting, and use.

Booksellers also must concern themselves with collection security, since thieves may offer stolen materials to them for sale. Administrators should make every effort to familiarize booksellers with the ways institutions attempt to secure and identify their materials and help them use this knowledge to lessen anyone’s chances of profiting from theft.

The appointment of a Library Security Officer (LSO) and the development of a written security policy can help ensure that all staff are aware of their legal and procedural responsibilities in applying security measures.

2. The Library Security Officer (LSO)
Flood:

- Fire suppression
- Hot and cold fresh water
- Hot water radiators
- Hot water to HVAC Heat Exchangers
- Steam to HVAC
- Chiller water to HVAC
- Condensation return
- Rain water
- Sewage
Flood: Fire suppression
Fire:

- Policy on use of electric space heaters
- Use of extension cords
- Ensure that enough electrical circuits exist for break rooms
- Enforce no smoking policy
Fire: Arson

- Fire Marshall or special Arson Investigation Unit
- Library becomes a crime scene
- Documentation of Fire pattern
- Staff/witness interviews
- Evidence collected
Mold:

• Humidity consistently above 55% rH
• HVAC System Failure
• Renovation changes airflow
• Attempt to save $$ on humidity and temp control
• Books moved to a new storage area
Planning:

- Form a Disaster Prevention and Response Plan Task Force
- Administrative support is essential!
- Develop a written disaster prevention and response plan
Planning: Tasks

• Is your collection cataloged and inventoried?
• Determine how your insurance works – documentation required?
• Make contacts with facilities managers and staff
• Map the location of cut-off valves for water
• Map the location of special collection items
• Arrange with administration for a source of emergency funds that can be used when normal city/campus offices are closed
• Develop an approved template for press releases and decide who will be the spokesperson
• Obtain a dedicated emergency triage space outside of the library
• Form a dedicated library disaster response team
• Secure a contract with a Disaster Recovery Service
• Purchase two way radios for communication
• Develop a dedicated location for disaster response supplies
Planning: Supplies

- Plastic painters drop cloths
- Tyvek coveralls
- Rubber gloves
- Rubber boots
- Dust masks
- Paper towels
- Tables
- Fans
- Extension cords
- Emergency lights
- Flashlights / spare batteries

- Waterproof digital camera
- Large capacity camera chip
- Garden hose/water for rinsing
- Buckets
- Printed triage forms
- Boxes or milk crates for packing books for freezing
- Plastic bags
- Wax paper
Planning:

- Plan online but print each team member a copy
- Keep copies at home
- Version control essential for updating
- Plastic sheets for triage instructions, maps
Response:
Response: Triage

- Special Collection items
- Business Records
- Insurance Documentation
- Triage books from top to bottom of affected areas
- Microforms
- Computer hard drives
Response: Triage

- Clay coated paper first
- Interleaving paper towels between damp pages
Response: Triage

- **Destroyed**: Burned and soaked > Document for discard
- **Damaged**: Heat, smoke damaged, soot, wet > Freeze / dry
- **Dirty**: Soot, smoke damaged, damp > Clean and dry
Recovery:

- Safety first
- Predetermine when you call in a recovery service
- Triage criteria essential
- Practice interleaving and drying books in a disaster drill before the real thing happens
Web Harvesting:

- Preserves the look and function of web site content
- www.fdlpwebarchive
- Archive-It service
- Other web harvesting technologies are available
Partnerships:

Institutions that have a project or a resource that would benefit the public and the depository community are encouraged to form partnerships with the U.S. Government Publishing Office (GPO).

Many Federal agencies and Federal depository libraries have developed unique or innovative services for both the public and Federal depository libraries. GPO provides and guarantees access to these services for the Federal Depository Library Program (FDLP) through partnerships.

Generally, partnerships with Federal agencies and Federal depository libraries provide the following benefits:

- Permanent public access to electronic content
- Access to services that allow Federal depository libraries to enhance their collections.
- Access to services and resources that connect the public to its Government's information.
- Access to resources that assist Federal depository libraries to manage their collections.
- Preserve tangible Federal depository collections.

The following is a list of current partnerships:
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