

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



David Walls
U.S. Government Publishing Office
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Access:



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:

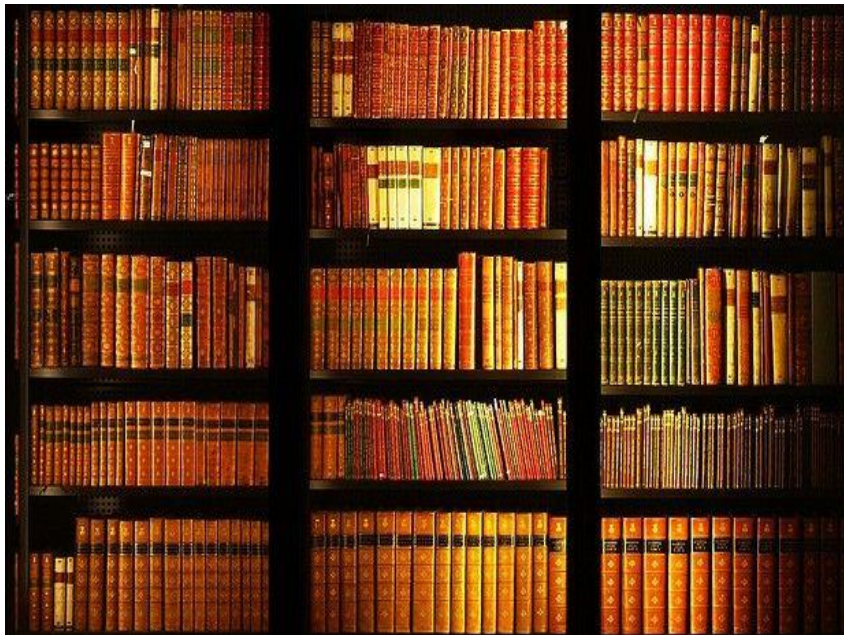


Processes for collecting, transporting, sorting, and reshelving library materials should be examined to be sure that books are always supported. Staff training in handing and processing materials is critical.



Shelf or Stack Maintenance:

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:



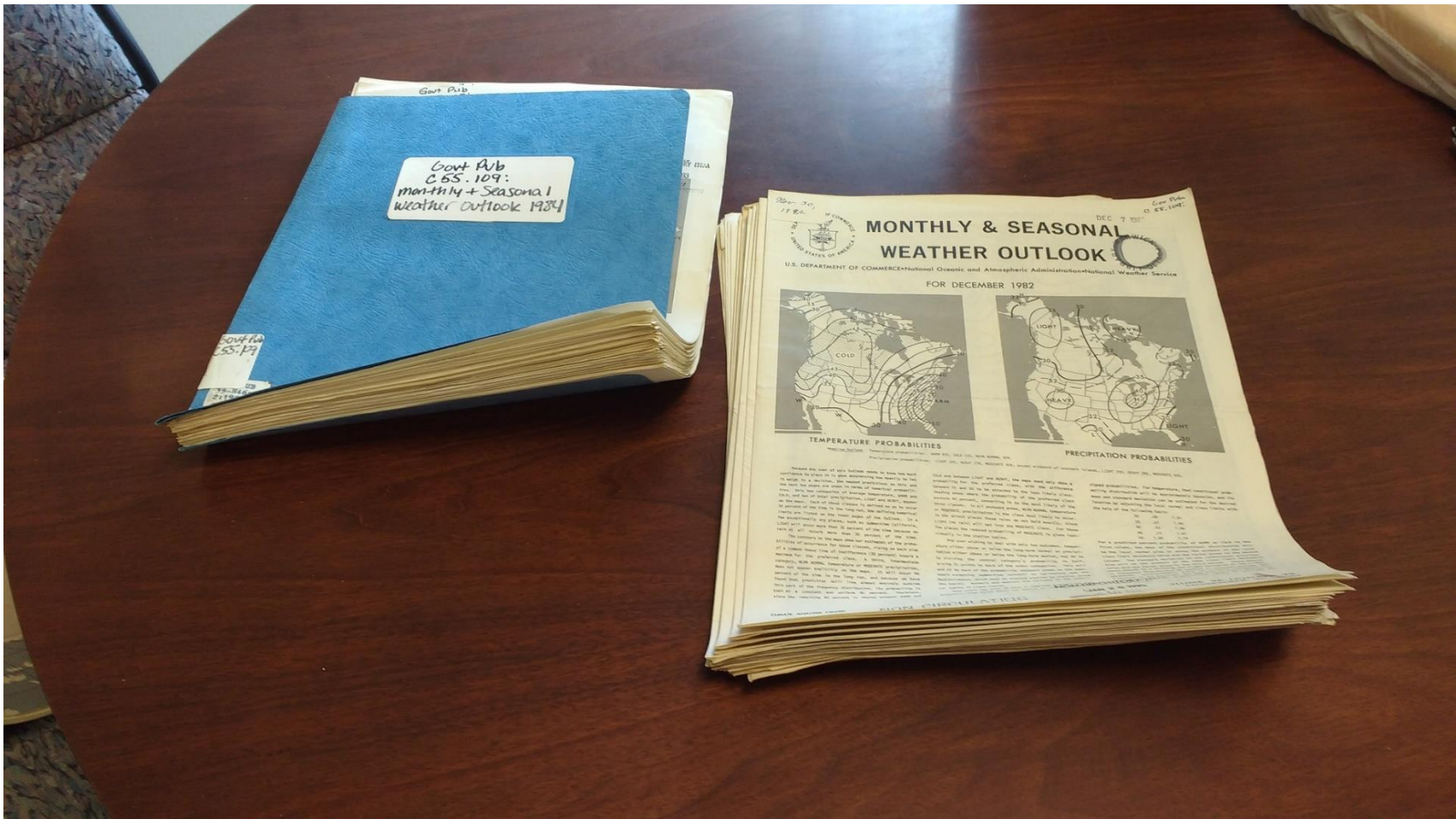


Collection Care



Basic book repair techniques can add significant life to bound volumes and prevent costly rebinding, replacement, or reformatting.

Assessing collections



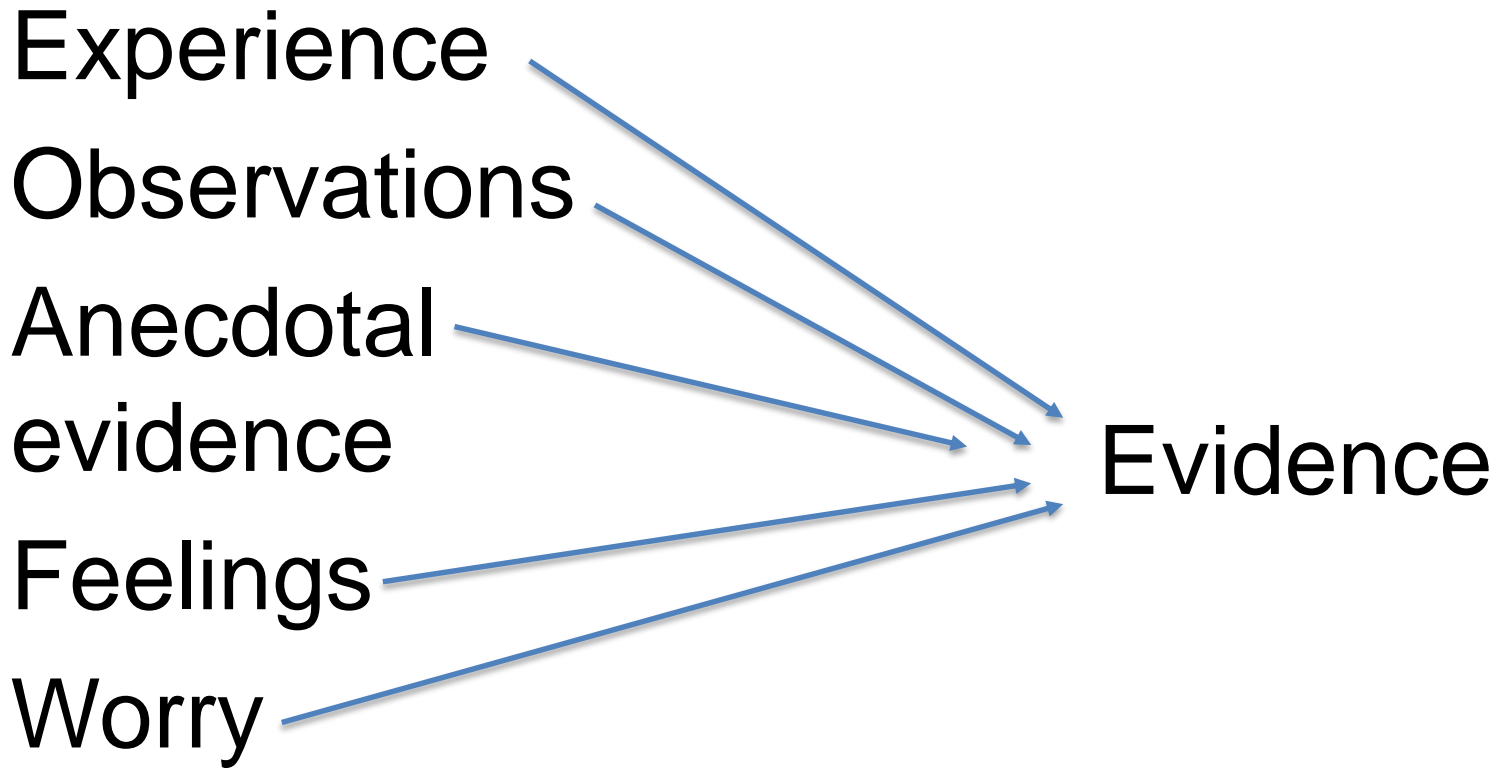
Assessing collections



Assessing collections



Collection assessment





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

Condition Category

Fine 1

Good 2

Fair 3

Poor 4

Ranking

No Action

Low Priority

Moderate Priority

High Priority

Designing the survey instrument

Use

- Low
- Moderate
- High

Condition

Fine, Good, Fair, Poor

Fine, Good, Fair, Poor

Fine, Good, Fair, Poor



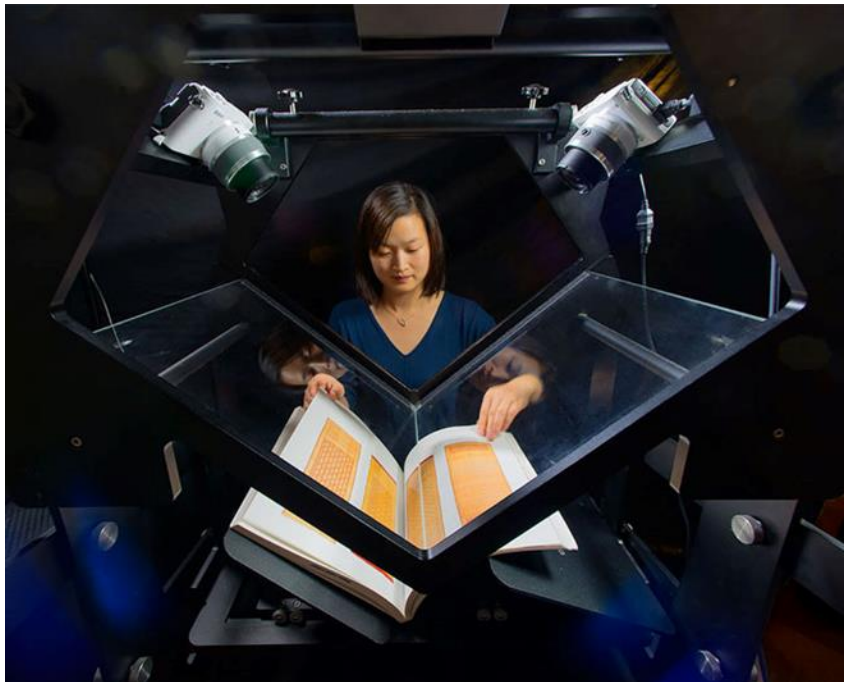
Identify Core Collections:



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



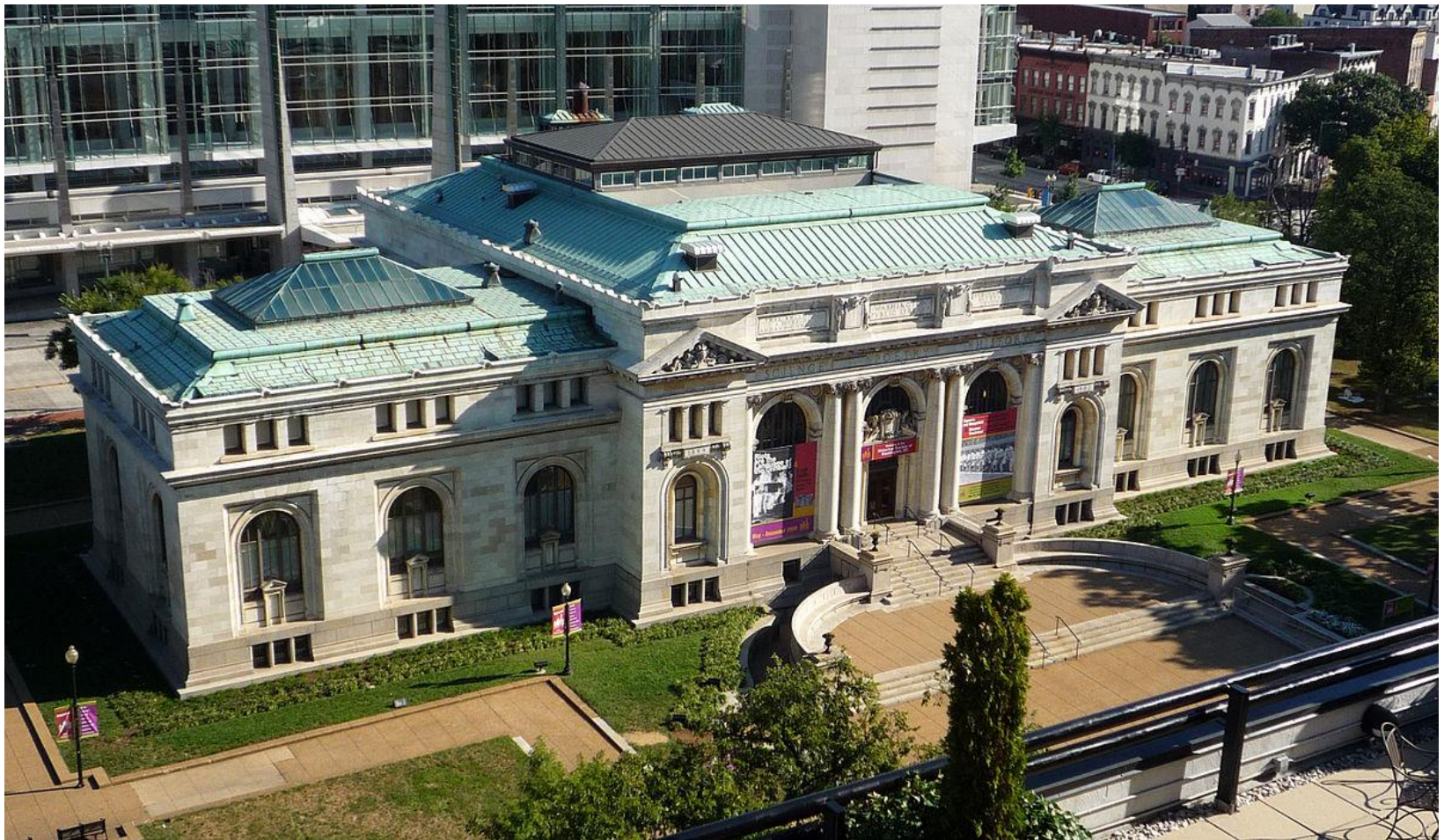
Digital Imaging:



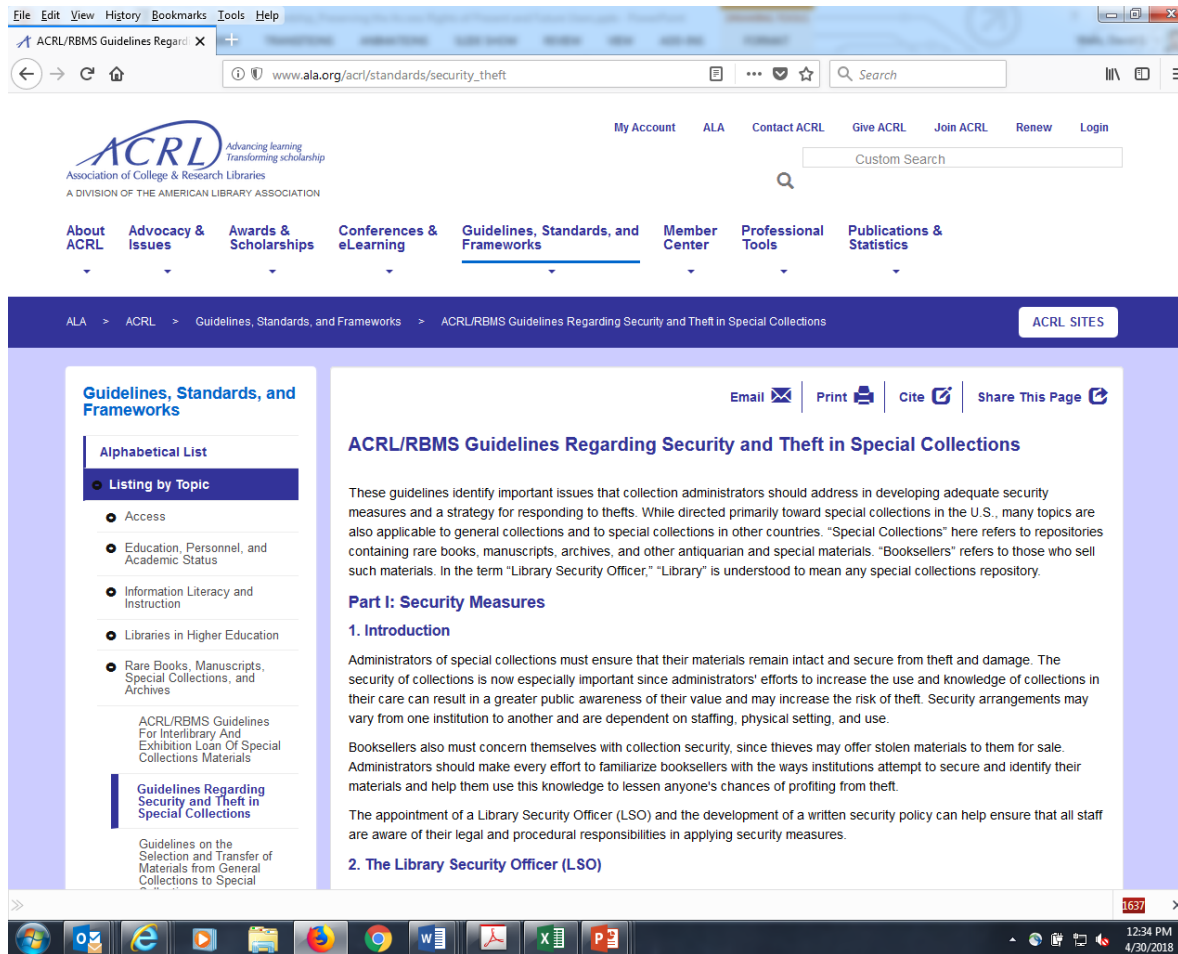
- Creates digital surrogates of paper publications
- Increases Access
- Digital Content Contributor Partners
- Adds to the national collection of Federal publications in govinfo



Disaster Planning:



Security and Theft:



The screenshot shows a web browser window displaying the ACRL website. The address bar shows the URL www.ala.org/acrl/standards/security_theft. The page header includes the ACRL logo and navigation links such as 'My Account', 'ALA', 'Contact ACRL', 'Give ACRL', 'Join ACRL', 'Renew', and 'Login'. A search bar is also present.

The main navigation menu includes: About ACRL, Advocacy & Issues, Awards & Scholarships, Conferences & eLearning, **Guidelines, Standards, and Frameworks**, Member Center, Professional Tools, and Publications & Statistics.

The breadcrumb trail reads: ALA > ACRL > Guidelines, Standards, and Frameworks > ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections. A button labeled 'ACRL SITES' is visible in the top right.

On the left side, there is a sidebar with the heading 'Guidelines, Standards, and Frameworks'. It contains a list of topics under 'Listing by Topic':

- Access
- Education, Personnel, and Academic Status
- Information Literacy and Instruction
- Libraries in Higher Education
- Rare Books, Manuscripts, Special Collections, and Archives

The main content area is titled 'ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections'. It includes a sub-heading 'Part I: Security Measures' and a section '1. Introduction'. The text states: '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 Officer," "Library" is understood to mean any special collections repository.'

The '1. Introduction' section further explains that administrators of special collections must ensure their materials remain intact and secure from theft and damage, and that the security of collections is now especially important. It also mentions that booksellers must concern themselves with collection security.

A second section, '2. The Library Security Officer (LSO)', is partially visible at the bottom of the page.

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

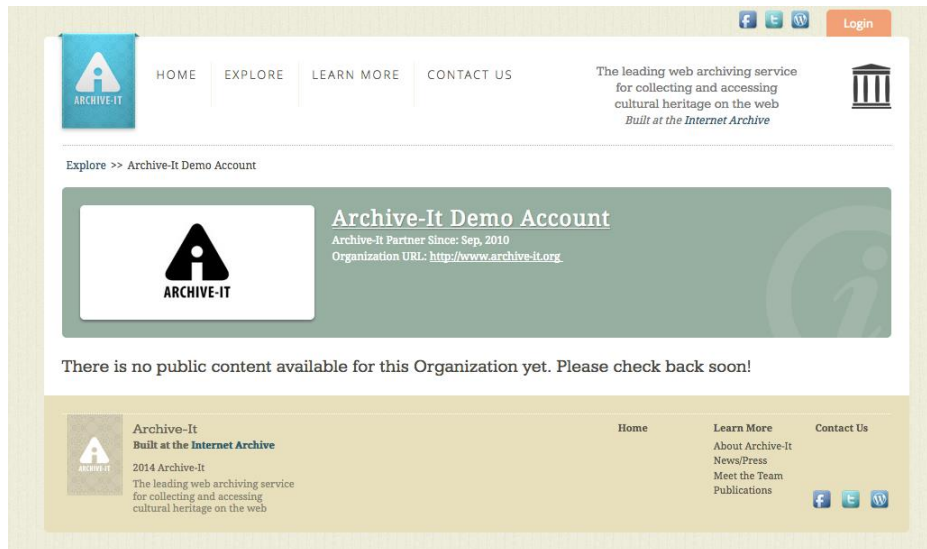


Recovery:



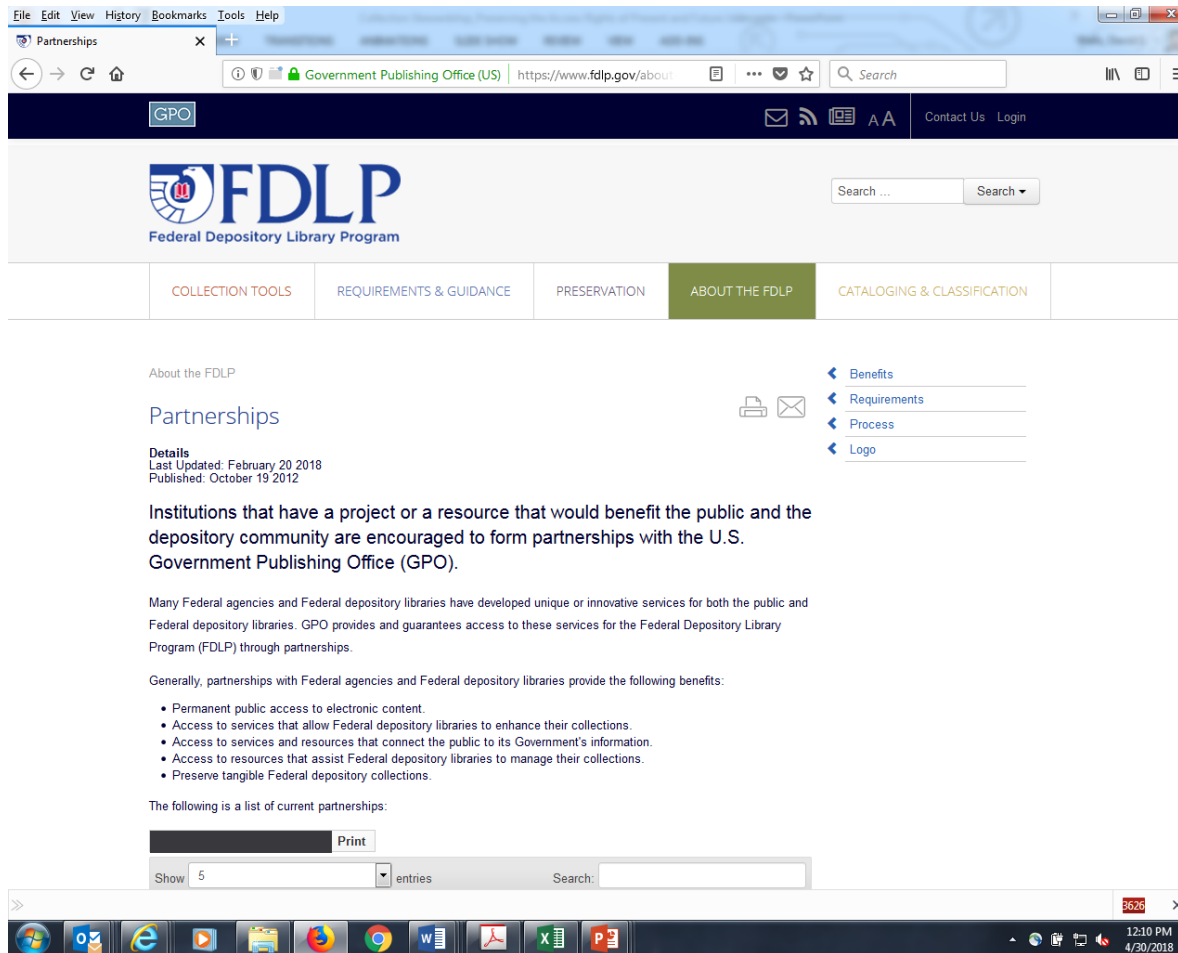
- Safety first
- Predetermine when you call in a recovery service
- Triage criteria essential
- Practice interleaving and drying books in a disaster drill before the real thing happens

Web Harvesting:



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

Partnerships:



The screenshot shows a web browser window displaying the "Partnerships" page of the Federal Depository Library Program (FDLP). The browser's address bar shows the URL "https://www.fdlp.gov/about". The page features a dark blue header with the GPO logo and navigation links for "Contact Us" and "Login". Below the header is the FDLP logo and a search bar. A horizontal menu contains several categories: "COLLECTION TOOLS", "REQUIREMENTS & GUIDANCE", "PRESERVATION", "ABOUT THE FDLP" (which is highlighted), and "CATALOGING & CLASSIFICATION".

The main content area is titled "About the FDLP" and "Partnerships". It includes a "Details" section with the text "Last Updated: February 20 2018" and "Published: October 19 2012". A key message states: "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)."

Below this, a paragraph explains that many Federal agencies and Federal depository libraries have developed unique or innovative services for both the public and Federal depository libraries, and that GPO provides and guarantees access to these services through the FDLP.

A section titled "Generally, partnerships with Federal agencies and Federal depository libraries provide the following benefits:" lists several bullet points:

- 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 page concludes with the text "The following is a list of current partnerships:" followed by a redacted area and a "Print" button. At the bottom, there is a "Show 5 entries" dropdown and a search box. The Windows taskbar at the bottom of the screenshot shows the time as 12:10 PM on 4/30/2018.



David Walls

dwalls@gpo.gov

preservefedinfo@gpo.gov