

Please stand by for real time captions.

>> Hello everyone. Just doing a quick audio check. We will get started in about five minutes's. -- Minutes.

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>> Hello everyone. I apologize to everyone who got into this webinar room. I did accidentally send out the original URL this morning when I sent out the webinar reminder. With a couple people trying to get logged in. I sent out a blast email with the correct URL. Some people are still finding that in their inbox. We should have plenty of time within this hour slot. If you can hang out for a few minutes we would be grateful.

>> Good afternoon. Welcome to the webinar. Collection Stewardship: Protecting the Access Rights of Present and Future Users . My name is Laura Flynn in our presenter is David Walz. We also have Ashley on tech-support. Before it started to walk through a few housekeeping reminders. Give any questions or comments please feel free to them in the chat box located in the bottom right-hand corner of your screen. I will keep track of all questions. I will email a link to the recording and slides to everyone who registered for the webinar. We will also send you participation using the email you register. If you need additional certificates please email outreach at outreach@GPO.gov and include the title along with the names and email addresses. If you need to zoom in on the slides you can click on the full screen button. To exit the full screen expands and click on the blue return button. Finally, at the end of the session we will share a webinar satisfaction with you. We will let you know when it's available. We very much appreciate your feedback. Please keep in mind to reserve your comments about presentation style and use the webinar chat box for questions you'd like to ask the presenters and to report any technical issues. Now I will hand it over to David.

>> Thank you. welcome to collection stewardship. I'm David Walz we've been talking a lot about presentation stewards. They agreed to help preserve the tangible collection and various library partnerships. Collection stewardship is a synonym for preservation. Today's webinar you are going to see some previous topics from past webinars. Your pricing some familiar slides. This is intentional. What I want to do in the last webinar in the current preservation series is some things up and talk about the importance of preservation stewardship, collection stewardship, and protecting the access rights of present and future users. That is really what it's all about. If you've ever had a chance to go to the national archive here in Washington to see the documents, the Constitution and the Declaration of Independence, you go into this beautiful great Hall and you see these documents are behind glass cases. You may not know is these glass cases are also bulletproof there designed to be bombproof. In the 1950s additional care was given an upgrade in an error of concern about nuclear explosions falling on Washington DC. They are designed that if such an event were to be imminent with the press of a button the document slide down into a bombproof vault in the cellar of a building. In other words, and looking at preserving these documents for long-term access, far far into the future, the national archives has looked at all the potential risks and design inappropriate environment to allow these documents to survive. That access is built into the system of the design to protect access right's. Our libraries are their own systems for our users. Risks are everything from normal wear and tear to major disasters such as theft, fire, flood. When protecting access rights for future users the potential risks need to be examined. What are these risks? How likely are they to can occur? How likely could they occur? And what's the outcome and impact if the risk event does occur?

>> Preservation is strategic initiatives, programs and processes designed to maintain useful access. This serves both the present and future generations. This is the definition we have long used here at GPO. We have made it the foundation of the preservation program. Another way of looking at preservation is that basically it's a systematic process of risk assessment and risk mitigation performed on a set of information assets to maintain access rights for a population of users. There are many different facets to

the strategies of preserving a collection. This is a general list of main activity is. This webinar will look at some different risk prevention strategies. This basic care and handling, this basic staff maintenance, examination of various work processes in the library for moving materials around. There's environmental control. There's identify material on open facts that may be better served and protected by bringing those into a special collection or more controlled environment. There's collection condition assessment to identify the collection of special items or the general overall health. There's collections care is preventative care. Protect preventative care to materials and item conservation for specialized item treatment for those items with a high degree of historic or intrinsic value. There's also digital imaging to create digital surrogates of collection materials to provide protection for the originals but also wider access. There's also web harvesting for disseminated materials that could be finding aids or other materials that could be put paired. Of course security and disaster planning. I can say for moment what's wrong with this picture. You see a lot of materials that are tumbled all over. I can't imagine you could push this cart very far without something falling off. In that fall a book could be shot out of the case that protects it and result in a fairly expensive and complicated rebinding. Care and handling is looking at all the processes in the library where materials are collected, how they're transported, how they're sorted, and how they return to the shelves. All these processes should be examined to be sure the books are always supported. One of the greatest and most cost-effective interventions is the training of your library staff. They're training given the resources to be able to handle the materials correctly. This can go a long way to increasing the collection and it's very cost-effective way to prevent further damage. This is another core preservation item. This is a great thing I discovered years ago that was prepared for a library I used to work at. Was an old institution I like the fact that it's a general term. This work is done and intended for the betterment of the library when the stacks are organized and orderly fashion. It allows them to easily find what they're searching for. It also ensures an athletic appeal. If the library looks good and the books are easy to find patrons will return them. This could be a preservation library. The fact that things are orderly not only sets the definition for how the readers library patients are going to treat the material but it also provides an environment in which dust and other organic materials are not getting all over the books. What are some of the things involved in shelf maintenance. Typically very dusty places. The question is how you maintain and get rid of the the. On the left is a microfiber cleaning cloth. There's many different brands available. These are excellent for wiping down dusty books. They don't require any long-term maintenance under than the occasional laundering and they're good for many uses. If you buy them in bulk you can acquire them fairly cheaply. If you have the funds to obtain a vacuum, the fellow on the right is carefully vacuuming books. If you're going to vacuum the books you should deftly buy a commercial grade vacuum with a HEPA or high-efficiency particular air filter. This is a filter designed to remove 99% of the airborne particles and dust. The beauty in using it in a closed stacks library is that keep dust from coming out the back end of the vacuum. As a person is going through the vacuum they can also notice with the general stacks condition is. You can talk about the density of Howell materials are on the stacks. Books are pressed into the stacks to tight when users go to pull them off the frequently pull the head cap off the top of the book if books are falling off the shelf that can be reported it can be done to keep the material in an upright position on the shelf. Environmental monitoring is an essential part of stacks maintenance and good preservation practices. Data loggers are ideal for determining exactly what the temperature and relative humidity are in a stacks area. It is good to have a few of them around if there are stacks conditioned that seem to be outside the set limits. If it's telling you the temperature and humidity should be. All these instruments provide the opportunity to download the information they are called within a time interval you set. They put it into a spreadsheet which is understood by anyone in the administration. A few years ago the image permanents Institute began working on some computer modeling and the development of algorithms to measure the effects. This is essentially a way of coming up with an algorithm to project how long collections would be useful within certain temperature and humidity ranges's. Not everybody

has the ability to have the ideal stacks environment. Sometimes choices are made beyond our ability to control them. This kind of data is useful to suggest that if you can't change the whole temperature and humidity of the stacks you at least need to move some material words in a smaller environment in that humidity and temperature can be controlled. Data loggers are good to trying get setpoints for relative humidity lower to prevent costly and potentially environmentally hazardous mold. They think about preserving materials in terms of collections care. And take a moment to distinguish between the two. Collection care is collected to. They ensure they stay in the hands of readers. There can be better boxes for pamphlets. But her cases for maps. These are thought of as cost effective repairs that you do to material when you clean it out of the book band that can be done with staff at some minimal training and the right materials. It's the term are typically used for individual item treatments that requires professional level training and materials to restore bear intrinsic value items. For most of our libraries were talking about much more on the end of collection care. The book in the picture is one I'm sure you've seen before. This is the cases coming out of the case. That book, if not treated can become a binding issue and end up costing 14 or \$15 to be rebounds. With the right tools and materials it can be glued and secured back into the case and 24 hours later be back in the stat's. In the case of the previous book if you found these materials in your library would you know it what you're seeing is the indication of a couple anomalies or if there are thousands of books in a similar condition. There's been a recent discussion about looking at unsupported material in the stacks and what people can do to remedy that. Everybody had really good responses. If you found these two publications on a table would you know whether this was an anomaly or indicative of a much larger situation. This brings up the topic of assessing collection's. Whether the collection assessment is performed on a specific class, it's a valuable way to determine what books and materials need some repairs or intervention to remain in the hands of readers. Again, if you found these unsupported maps in this box were some reader had left it is this indicative of most maps in your collection. The problem with the situation like this is these maps suffer from a fairly -- fairly high degree of wear and tear. There's a whole mystery of how they get folded up again in the right way to fit back into the box. Folding and unfolding can destroy the map. Many of us have older leather bound materials. We know they are valuable. We want to keep them in usable condition. What is their overall condition. Are the bindings in the spine still attached or are they coming apart and the leather has gone into rot in their general mass. Basically, in our experiences we go about our work and libraries. We go through anecdotal evidence. We have feelings that the collection and a for good librarians with general worries. We can turn on these things into actual evidence. This can be used to put into a report to effect the change you believe can occur. General condition assessment survey can tell you an awful lot. The number of items that need conservation treatment if you rare or special collections. The volumes that need extra protection to maintain their intrinsic value boxes can also protect damaged items until further treatment can be done. The number of items with brittle paper may not be an issue unless you find they are in regular use. They can be candidates for digital imaging. Crating digital circuits will increase access to information and help preserve the original item. A condition assessment can provide information about the collection environment. If books on the survey sample are particularly dusty or you find past and collection maintenance is an issue. If you find evidence of mold that's also a strong indication the storage environment is not what it should be. Books with fetid covers or the imprinting of the smaller book you notice the difference in the outline of the book and the rest of the outside of the cover boards are faded. This is clearly an indication the nearby Windows need UV film or other light filtering material. The specific outcomes are important. Specifically, what that you know what you're looking for. Sometimes we gather lots of data that may not be useful when the survey is over. Outcomes are very important. You basically select them by carefully selecting the categories. The number of items in books in each category it surveyed in each category and approximate of 100% of the total sample. There's more information in the webinar as well as links that would help you plan and design a collection assessment. Designing a survey itself is important before

you begin surveying. In a common survey divine there used one identifying each book. It's a level of action you need to take to solve the condition. It's vitally important that you can define each of the condition categories are before we begin our survey. I've use the definitions we've done online for exchange and talking about ways they can share books. I've said if it's fine, no action. If it's in very poor condition. Use is fine and moderate items in fair to poor condition would be in a higher category for intervention than items with low use. That may impact whether you provide restricted access in a special collection environment or whether you have materials that are high use in poor condition because the papers brittle. Those can be candidates for digital imaging to provide access that your users are demanding. The process of going through a survey helps to identify her core collections. These are the collections which you may already have a feeling but can you prove it in terms of use and value in physical condition. These are special collection items or items you may collected. Specifically to support topical and subject needs. These are items you believe are unique. They've a high intrinsic or historical value. Items you feel represent the core value information. Again, touching on digital imaging if this court items are item of high use in poor condition are identified within digital imaging can play an effective role in providing ongoing access but also protecting the original materials and allowing them to have diminished use but also some sort of increased intervention care. We have a partnership category of digital content contributors. If you digitize your publications we would like to help you do that. We've provided guidance documentation at Fguidancedocumentation@FDLP.gov. Guidance documentation on how to digitalize content. I'm always happy to talk to anybody on digital imaging projects. If you do choose to digitally image content them provided to us to the [Indiscernible] once we develop a partnership. The partnership memorandum with you. It's the digital publications on gov info. It's another way of increasing long-term access to publications. Assessing the value of collections would be incomplete without a discussion of disaster planning. This is a photo of the original Carnegie library. It's very [Indiscernible] heavy copper roof and it was designed to be fire proof which was can infection that affected libraries at the time to protect and preserve the collection. While our building protected them inside the mechanical systems within our building composed significant risks to these collections. We tend to think of disasters as floods and fires and those are certainly of concern and do affect library collections. The majority of library collections tend come from plumbing accidents and other smaller accidents within the building. They prevent materials from saying -- staying in the hands of our readers. Probably the most benign disaster outside the physical condition has to be addressed is security and theft. This is a page from the Association of College guidelines regarding security and theft of special collection and library materials. It specifically discusses sightlines, maintaining the security and collections and a host of low-cost things that you can do to raise awareness of theft in your library and to prevent items from disappearing.

>> Back to general disasters we think a. We walked by water paint sticking out of walls and ceilings and overhead of our collections constantly. I certainly did in many the years. It's important to know what these pipes are. There the fire suppression system for sprinklers. There the water supply lines for hot and cold. They frequently have hot water systems to HVAC heat exchangers. Even though your building may be heated by warm air and cold by cold air. It's frequently chilled water heated water that flows to those air exchangers that provides hot or cold air. There's also steam pipes provided for humidification and chiller water as I mentioned for air-conditioned. It also has pipelines of condensation. Any these pipes can be -- go on and have a disaster and affect our library collections. Fire suppression systems are also a major cause of library accidents. Surprisingly it's all too frequent or somebody accidentally knocks the little red ball you seen this illustration with a ladder. Then you have a major flood the sprinklers typically they are 20 to 40 gallons individually. The important point of mitigating a disaster is to know how to reach the individual or to know where the systems are to shut off the system temporarily so the fire department can come in and reset it to prevent major flooding in the library. While the 20 to 40 gallons are falling all over the floor you don't want to be running around trying to figure out who you

contact. Keeping materials in the hands of readers is also important to develop policies about how electric space heaters in the library can be used. Diva policy on the use of extension cords and are extension cords being used as temporary workstations or is this extra temporary wiring that has gained a permanent's. Are the cords and use strong enough to handle the electrical circuit's. Are electrical circuits in break rooms not getting overloaded as people bring more and more electrical appliances to work. Unfortunately, if you've attended any the webinars we've done on disasters and libraries, it's all too common a way for people to express their anger. It's important from the work we did talking with folks that have been librarians that of had arson fires it was instrumental to understand they report that the library becomes a crime scene and you don't have access to any the materials that have been compromised by the fire or water from the suppression system. In the intervening time your books are lying there wet and molding and inaccessible to you while in arson team does its investigation. They did suggest that working with the administration there may be a way to identify core special collection items in a specific location where they could have access to treat those materials first because they were older and more valuable. Image of the importance of temperature and humidity. This is an example of what happens when it goes wrong. In humid areas where the temperature is cold with a consistency rises about 55% you have mold, especially in areas where you have temporary intermittent activation of lights by motion centers. Frequently, it's cost-effective to run at a higher level of control. It's a false cost savings because trying to run at a higher rate of temperature and humidity inevitably causes a mold outbreak. If you have to bring in the payment service it can be quite expensive. It will definitely take collections out of the hands of users for a while.

>> The most important thing to remember in discussing and planning for disasters is that planning is not an option. Planning is the thing that empowers you to be able to control and respond appropriately to a disaster. If you would like help in developing a disaster plan please contact me. There's a group of us here that are rolling out additional webinars and responses. We would like to sit down with some libraries and talk with them about developing some official disaster prevention and response plans. My advice is to form a task force. You need your ministry to support to be able to do this. Do your research and develop a written research and response disaster plan. These are some of the elements that need to go into a plan. I won't go through all these. The more knowledge you have about facilities, who of access to water pipe cutoffs and you map the location can you get the administrative buy-in to have a source of emergency funds when the normal offices are closed. They don't happen between nine and five. Places where you can take materials at a flood or burn libraries and triage them in a safer location it's essential you form a support team. And provide funding for response supplies. This is from folks that had gone through a library disaster. There's probably more things I could put on this list. For now this is one they recommended. When things that stood out is that even libraries that had a dedicated disaster response plan effort developed a beautiful plan, they had it on the computer at work. That then burned in the fire and the fire department burned it -- hosted down. Having access to that computer was not going to happen. One group of folks reported they had the plan on line but they couldn't access it because university server was down. My advice is keep the plan in a way it's not like HTML coding or website but PDF files that can be printed out and put into good old-fashioned binders and have each leader of the disaster team keep copy of the latest version at home. It's essential as things change. Because you're gonna grab this when you learn about the library flood at night and take it with you as you respond it's important to have plastics sheets for the triage instructions concerning get dirty and wet as you use them in the recovery effort. This is the disaster response team. These are the folks who have volunteered, they've stepped up, they've gotten special training, on how to triage and treat library materials but also how to care for themselves physically in the process to make sure their health is not compromised. The been given special suits and respirator masks. They are not afraid to step in and triage materials. There's an order on what to triage first. Special collection items because they are more fragile and more difficult to replace. People frequently forget business records that you have as a library.

Wears the passwords to your computers. Wears the business records you need to be able to go back and operations after the disaster has been mitigated. What sort of documentation do you need to effectively get the insurance you need and in insurance payout. It's important to triage the books from the top of the shelves to the bottom. If you start the other way you're going to be bringing more material down on them from a love. Microforms have their own special issues because of the photographic nature of the image on the plastic. Does need to be dealt with separately. Computers and hard drives are hopefully backed up in a location so they're not part of the effective environment. If that's not possible and there are materials and information than those are a special triage from special services that do that disaster recovery. For paper materials clay coated materials go first. If it stays wet and tries stuck together the clay coding acts as a glue and will turn the book into a giant brick. Interleaving paper and having plenty of paper towels is essential. You can work out the dampness out of the pages of the books by continually changing the damp toweling. One way to triage material is to find yourself with a nice waterproof camera. Print these and various categories of damage that you observe into the form -- think of it as a target. If you're changing back and forth between material and you want to document what you treated and numbers, you can simply photograph the sheet that says destroyed and then photograph as much of the remains of the books in a single shot, either the title page, or whatever's left of the call number. This gives you a record you can then go back to of what was damaged and destroyed for insurance purposes. It's important to note safety first. When you call in a disaster recovery service if you have a few hundred web box or a few thousand and you have the space to control them in a new environment that the place you can take the books to recover them then that works. If you have thousands of books in your deal with them you need to call a disaster recovery service to freeze those books and get them to begin to serve and mitigate the damage. Establishing a triage is essential to know where to begin. It's good to go ahead with your disaster recovery team and your training them on the recovery practices to have drills. You want to get everybody familiar with the practices. If you have webpages and other things you basically develop to disseminate on the World Wide Web as a party or effort to provide access it's good to find the means to harvest that content. What I put up there is the archive which you may be more familiar with. It's very useful for basic programs to harvest the look and feel and functionality of these findings and other sites because in the event of a disaster, or loss of digital content you at least have backup to reconstruct the content. The important most effective processes that were undergoing to ensure we maintain the access rights of future and present users is the work we do cooperatively through partnerships. What I have on the screen is a partnerships webpage. One of the ways leverage can contribute is by becoming a partner. The page describes the categories we've developed. Digital preservation Stewart's. Digital access partners to cataloging and metadata partners. We have 20 preservation Stewart's in the rear for digital content contributors. There a title or a selection or in some cases all whole number of different areas of their collection. It's a way of helping GPO make sure the collections out there in libraries stay accessible and usable far into the future. Here is my contact information. If you can't remember my specific email you can send any queries or questions, anything I talked about on the webinar today and I'd be glad to talk to you further about. You can send that to preserve Fed info at GPO.. Thank you very much.

>> Thank you so much. We have one question so far. Please feel free to put more questions into the chat box. Where was that burned library stack photo taken?

>> I want to say was a public library in New Mexico. There's a number of photos out there. I know Hallie Pritchett in Georgia also had a major arson fire. There's a wonderful article out there you can go find to look at. Even with sprinkler systems and fire reporting systems there's a lot of material in the library. It's sad to see the damage a fire can do.

>> With a question from Cheryl. We don't have mold but we have bedbugs. Suggestions?

>> You have bedbugs? Well. How did you determine you had bedbugs? In terms of abatement standard thinking is of course it would no longer be advisable to spray pesticides. They will not like were the

pesticide is sprayed and they will go somewhere else. We usually make the environment cleaner. It might take some time in doing. Usually an abatement company will look at the physical environment, they will probably put down sticky traps in certain locations to see what walks into the going gets trapped to identify if there's not some sort of ecosystem going. Sometimes the bugs you see are the bugs something else is eating. If they are food for something else you might have a bigger problem. My advice would be if people are seeing the bugs frequently and if you've got evidence of dead bugs in public areas I would hire a pest abatement company that does not use pesticides but is it more interested environmental control. Better for the books and it's better for the people.

>> Cheryl followed up. They saw them and a dog sniff them. She said they like DVD cases. And Laurel says PLA has a guide on bedbugs.

>> Okay. I do know most people say they're hard to get rid of. I feel for your effort.

>> We had a question from Mark. Do you consider how many other institutions hold a title in a collection assessment?

>> You certainly can. That gives you an indication on how rare or unusual it is. I went necessarily go by that. There's a lot of on cataloged collections. If you have something you've collected that's unique to your location that's more something of local interest you might check and see how many libraries by simply calling around or emailing to see whether they have that same title in their collection.

>> The above discussion is widespread. Emily bought a [Indiscernible] to cook the books. We've had patrons return books infested. All the stories are coming out.

>> The standard trick if you think books and materials are infested with something of some things crawling out of the spine of a book seal it up in a Ziploc bag and usually the oxygen deprivation will kill something within a few days. Then take the book out of the bag and put a sheet of white paper down and tap the book gently to see what comes out of it. There are book lace. There are other bugs that eat the cellulose and paper. Cockroaches certainly eat the cellulase and paper and they suck the glue out of findings and the start of cover material. I think the biggest issue with bugs in libraries is you typically have a physical [Indiscernible] that once come spray everything. Unless it's the perimeter of the building or loading dock whether trying to create a perimeter were outside bugs may be coming in spring around the stacks where people handle the books is not good for the books or the people

>> That's all the questions I see for now. Ashley's submitted the link for the webinar survey. Everyone can fill that out that be great. In the meantime please take the survey. We will say a big thank you to David for a good webinar today and an excellent series. Thanks for all the time and effort.

>> I don't see any more questions. You got the information. Contact us if you have any questions. We help to see you at another Academy webinar soon. Thank you everyone.

>> [event concluded]