

Disaster Plan:
Salvage and Recovery
Information and Procedures
for the
Harris Library

Lillian F. & Milford J. Harris Library
Mandel School of Applied Social Sciences
Case Western Reserve University
11235 Bellflower Road
Cleveland, Ohio 44106-7164
September 2006

This manual is designed for salvage and recovery situations that may occur at the Lillian F. & Milford J. Harris Library after an emergency. It will assist employees to know what procedures to follow when attempting to recover materials after a disaster. All members of the Harris Library Staff will provide assistance during an emergency. In addition we can call upon members of the Kelvin Smith Library Preservation Department for assist with any salvage and recovery effort.

EMERGENCY PROCEDURES AND SALVAGE PLAN COPIES/RECORDS:

The following staff members have a copy of the disaster plan at their home and are familiar with its content.

- ◆ S. Skutnik
- ◆ D. Maroff
- ◆ J. Hund

File copies of the Disaster Plan are also available at the following locations:

- ◆ Harris Library - - Behind Circulation Desk -
In: Policy and Procedures Manual
- ◆ MSASS Administrative Services Office
(MSASS Room 210)
- ◆ Kelvin Smith Library, Preservation Department
- ◆ Harris Library website – Librarians section. (Electronic version)
<http://msass.case.edu/harrislibrary/Librarians/index.html>
Note: Access Librarians section through “Index L” or
at the bottom of the “Contact Us” web page

TELEPHONE CONTACTS:

The individual(s) who discovers a disaster should immediately call one of the following two people:

Harris Library Director- Samantha C. Skutnik 368-2283
Assistant to the Director- Dorothy H. Maroff 368-2293

The Harris Library Director or the Assistant to the Director will contact the Kelvin Smith Library Preservation Department as needed.

KSL Preservation Department-Sharlane Gubkin 368-3465

DISASTER RECOVERY JOB ASSIGNMENTS

1. Recovery Director - Samantha Skutnik
2. Assistant Recovery Director - Dorothy Maroff
3. Individual to telephone pre-determined on-campus resource people - Dorothy Maroff
4. Cataloger/Registrar in charge of bibliographic control - June Hund

Other possible jobs to be assigned to Harris Library Staff if and when needed include:

The jobs below would be assigned according to the requirements of the situation. Training will occur on-site. You are not required to perform activity in excess of your personal physical limits.

- *Individual to contact pre-arranged off-site facilities and sources of salvage materials and supplies
- *Individuals with cars or vans to pick up salvage materials and supplies, both on campus and off-site
- *Photographic Documentation
- *Individuals to arrange needed comforts for staff (i.e., coffee, food, etc.)
- *Person to co-ordinate non-staff volunteers
- *Public relations individual to coordinate with the university public relations department who will deal with all news media. Under instructions from the Harris Library Director this individual will keep the Harris Library staff and the directors of the other campus libraries informed of our situation.
- *Lift wet books off shelves
- *Carry wet books to cleaning/packing areas
- *Rinse "muddied" volumes (books that have been soiled by dirty flood water that must be dipped in tubs of clean water)
- *Deal with minimally damaged/wet materials (tasks would include placing dry sheets between wet pages and spreading volumes in front of fans)
- *Place drop cloths on materials in danger of becoming wet
- *Pack volumes in crates
- *Keep detailed records of materials packed at cleaning/packing areas

IN-HOUSE EMERGENCY SUPPLIES

The supplies are available for response to a small disaster or for the initial stages of a larger disaster. All supplies are located as indicated. (List is in alphabetical order.)

Bags, Garbage, Heavy-duty

Quantity: 2 boxes

Location: MSASS 3rd Floor Maintenance Closet

Bags, Ziploc

Quantity: 3 boxes gallon size

Location: Need to buy

Buckets [with wringers]

Quantity: 2

Location: MSASS 3rd Floor Maintenance Closet

Camera, Digital

Quantity: 1

Location: MSASS Information Technology Dept.
or KSL Freedman Center

Cans, Garbage (plastic, with wheels)

Quantity: 2

Location: MSASS 3rd Floor Maintenance Closet

If additional needed can use: Large plastic blue paper-recycle bin on wheels
Location: Harris Library workroom

Cords, Electrical Extension, Heavy duty

Quantity: 2

Location: Harris Library Workroom

Crates, Milk

Quantity: 30

Location: Contact Kelvin Smith Library Preservation Dept. to borrow. They are located in their Storage Facility.

Duct Tape

Quantity: 1

Location: Need to buy

Fans

Quantity: 2

Location: MSASS utility area in the basement,
or Contact Kelvin Smith Library Preservation Dept. to borrow theirs.

Flashlights

Quantity: 2
Location: Need to buy

Flashlights - Batteries

Quantity: 12
Location: Need to buy – Check sizes needed

Hammer

Quantity: 1
Location: Harris Library Workroom (tall supply cabinet)

Knife, Utility

Quantity: 1
Location: Harris Library Workroom (on counter)

Knife, Utility - Blades

Quantity: 1 box
Location: Harris Library Workroom (drawer to right of sink)

Microfilament, Nylon (fishing line)

Quantity: 500 yards (12-15lb)
Location: Harris Library Workroom (drawer to right of sink)

Mops, Cotton string

Quantity: 2
Location: MSASS 3rd Floor Maintenance Closet

Pliers

Quantity: 1
Location: Harris Library Workroom (tall supply cabinet)

Screwdrivers - Flat Head and Phillips Head

Quantity: 2
Location: Harris Library Workroom (tall supply cabinet)

Sheeting, Polyethylene (plastic)

Quantity: 1 roll
Location: MSASS 3rd Floor Maintenance Closet

Sponges

Quantity: 2 packages
Location: Harris Library Workroom (under sink)

Tape, Clear Packing

Quantity: 1

Location: Harris Library Workroom (tall supply cabinet)

Towels, Paper

Quantity: 1 carton

Location: MSASS 3rd Floor Maintenance Closet

Vacuum, HEPA

Quantity: 1

Location: Check with Case Plant Maintenance.

Vacuum, Wet/Dry

Quantity: 1

Location: Check with Case Plant Maintenance.

You will need someone with a master key to access the MSASS 3rd Floor Maintenance Closet. Weekdays contact: Bill Haller (368-8673) or Karen Powers (368-2272). Both are located in MSASS Room 210. During the evening Dennis, the MSASS maintenance person, can assist with access. At other times a call to Campus Security (368-3333) may be needed.

Additional supplies may also be obtained from the university's Plant Services Department in the Cedar Avenue Service Center. During business hours they can be contacted at 368-2580. At other times you may need to call Campus Security (368-3333) just to reach the second shift staff.

DISASTER SALVAGE

PRIORITIES

HARRIS LIBRARY/MSASS BUILDING

The Harris Library is housed in the Mandel School of Applied Social Sciences, and occupies the east wing area of the second and third floors of the Mandel School Building (Rooms 227 and 327 and includes Room 228 which is the Computer Lab inside the Harris Library).

The following Harris Library collections and records are listed in priority order--from highest priority to lowest priority. Disaster salvage should proceed accordingly.

1. ALL ITEMS INSIDE THE GLASS CASES IN THE NONPROFIT STUDIES RESOURCE ROOM: Location: Harris Library Upper Level
including:
 - a. MSASS Faculty Papers
 - b. Harris Library Historical Collection
 - c. MSASS Annual Reports (in process for glass case)
2. ALL ITEMS IN THE GERSON DISPLAY CASE
Location: Harris Library Lower Level, outside Computer Lab door.
3. ALL ITEMS INSIDE THE UNNUMBERED ROOM TO THE RIGHT OF ROOM 327D:
includes:
Stein Historical Collection (7 File cabinets and 65 boxes)
4. THESES AND DISSERTATIONS
Location: Second floor, under the windows opposite the Computer Lab
5. CONTENTS OF LIBRARY FILE CABINETS
Locations:
 - a. Room 327D - Assistant to the Director's Office
 - b. Harris Library Workroom - especially the file next to the sink with historical material and including Audio-Visual materials cabinets
 - c. Director's 2-drawer File cabinet in Technical Services Office (Room 227D).
6. CONTENTS OF SERVER ROOM (Room 327B)
For access must contact: Carmelo "Tom" Franchina, Room 210F, 368-2307

7. PAMPHLET FILES

Location: Third floor, black boxes on top shelves.

8. THE REMAINING HARRIS LIBRARY COLLECTION

SERVICES NEEDED IN AN EMERGENCY

Note: For emergencies on campus after hours and on holidays dial 368-3333.

Ambulance

Call Campus Security 24 Hours/7 days - 368-3333

Chemist

Case Dept. of Chemistry - 368-3620

Cold Storage Facilities

Cleveland Cold Storage, 2000 W. 14 St., Cleveland (216)771-0100

Gateway Refrigeration, 2700 E. 40 St., Cleveland (216)361-6200

Fire Department

Call Campus Security 24 Hours/7 days - 368-3333

Freeze Drying Facilities

Kulis Freeze Dry Document Restoration,
725 Broadway Ave., Bedford, Oh. (440) 232-8352

Document Reprocessers of New York
5600 Water Street, Middlesex, NY 14507 (888) 437-9464

Glazier

Carroll Glass and Maintenance
830 E. 222 St., Cleveland, Oh. (216) 289-3400

Janitorial Service

Case Janitorial Services
Joe Cooper, Superintendent 368-6582

Legal Advisor

University Attorney's Office, Adelbert Hall 368-4286

Plant Services (Case)

Cedar Ave. Service Center 368-2580

Police (Campus)

Call Campus Security 24 Hours/7 days - 368-3333

Police (City)

Cleveland Police Dept., 5th Distric Police
10600 Chester Ave., Cleveland (216) 623-5500

Refrigerator Trucks

Ryder Truck Rental

7540 Independence Dr, Walton Hills, Oh. (440)439-4302

Smoke Removal/Deodorization

Omni-Clean (carpet, furniture, books, drapery)

5205 W. 161 St., Cleveland, Oh. 44142 (216)362-8686

(Note: A number of off-site companies have been used in the past by the Kelvin Smith Library. KSL's Preservation Dept. may have additional contact information.)

OFF-SITE EMERGENCY SUPPLY SOURCES

Book Trucks

Business Interiors, 2831 Prospect, Cleveland. 44115 (216) 621-3660

Boxes (heavy cardboard)

Midwest Box, 9801 Walford, Cleveland (216) 281-9021

Dehumidifiers

ABC Rentals, 5204 Warrensville Center Rd., Cleveland (216)475-8240

Extension Cords

ABC Rentals, 5204 Warrensville Center Rd., Cleveland (216)475-8240

Fans

ABC Rentals, 5204 Warrensville Center Rd., Cleveland (216)475-8240

Generator (portable)

ABC Rentals, 5204 Warrensville Center Rd., Cleveland (216)475-8240

Milk Crates (plastic)

Dairyman's Dairy
3068 W. 106 St., Cleveland, OH. (216) 671-2300, Ext. 201

Paper Towels

Case Plant Services Dept. 368-2580

Plastic Sheeting

Aetna Plastics, 1702 St. Clair, Cleveland. OH (216) 781-4421

Sump Pump (portable)

Case Plant Services 368-2580

Wet-Dry Vacuum

ABC Rentals, 5204 Warrensville Center Rd., Cleveland (216)475-8240

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CHECKLIST OF OTHER RELEVANT INFORMATION

Keys and Card Access:

24 hours/7 days - Security (368-3333) has all keys and card access for the Harris Library including restricted areas.

All Harris Library staff have card access to the MSASS building and to the third floor door to the Harris Library. All full-time Harris Library staff have keys to the Library entrance and which also open all office doors (except Lab, Server Room, Conference Room).

There is a key at the Circulation Desk which students use when opening the library on the weekends. The Conference Room key and Lab key are also available at the Circulation Desk.

There is a master key for the Harris Library in the Administrative Services Office (Room 210) and a number of administrative staff have master keys that also open the Harris Library.

Emergency Funds:

P-cards can be used for purchase of emergency items. The following Harris Library staff members have P-cards: Dorothy H. Maroff, June Hund, Samantha C. Skutnik.

Small amounts of cash are available. See Dorothy for Emergency Petty Cash funds.

In an emergency, checks can be issued by the Accounts Payable Office.

In the event of a major disaster, the University will set up a special insurance account that will cover all costs of recovery. All expenses will be billed directly to the new account.

Inspections:

1. In-House Emergency Supplies Accessible and in Working Condition

-Frequency of Inspection: Annually

-Last Inspection Date: June 2006

-Individual(s) in charge of Inspection: Dorothy H. Maroff, Harris Library

2. All Staff Demo on Disaster Response, Location of Fire Alarms, Extinguishers, Weather Shelters, and Evacuation Routes

-Frequency of demo: At time of Hire

-Individual(s) in charge of demo: Dorothy H. Maroff, Harris Library

3. Analysis and Update of Insurance Coverage (Valuable Papers Report)

-Frequency of update: Annually

-Last update: September 21, 2006

-Individual in charge of update - Dorothy Maroff, Harris Library

4. Review and Update Of Salvage and Recovery Plan for Harris Library

-Frequency of update: Annually

-Last update: June 2006 -Individual in charge of update: Dorothy H. Maroff,
Harris Library

SCHEDULE OF VALUABLE PAPERS

Complete schedules available at the Case Western Reserve University Treasury & Risk Management Services Office, 2040 Adelbert Road, Suite 4.
The contact is Ms. Dina Leinweber - 368-1547

Copy also available at the MSASS Harris Library, Assistant to the Director's Office, Lillian F. & Millford J. Harris Library, MSASS Building - Room 327D, 11235 Bellflower Rd.

Papers & Records Non-Replaceable - 198 LF - \$26,730.00

Electronic Media & Realia - 979- \$226,282.50

Microfilm - 2 - \$935.00

Periodicals and Reports - 6496 - \$1,737,680.00

Standard Books - 28,219 - \$1,886,337.50

Total Value (as of 9/21/06) - \$3,877,965.00 (Revised/dhm 9-21-06)

Harris Library Upper Level



