HOOVER INSTITUTION
LIBRARY AND ARCHIVES

DISASTER PREPAREDNESS PLAN

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DISASTER PREPAREDNESS PLAN

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1. INTRODUCTION

Purpose

This plan establishes disaster prevention, response and recovery procedures to be followed in the event of a disaster threatening the holdings of the Hoover Institution Library and Archives. The plan establishes guidelines to carry out the following activities:

- recover and rehabilitate damaged records
- prevent occurrences that pose a physical threat to holdings
- support a Disaster Assistance Team comprised of Hoover staff
- identify priority records for salvage
- obtain services, equipment and supplies required for disaster response

Scope

This plan covers the Hoover Institution Library and Archives, Hoover Institution, Stanford University, Stanford, California 94305-6010. Collections are located in three buildings: Hoover Tower, Herbert Hoover Memorial Building and Lou Henry Hoover Memorial Building. It is part of an overall plan for the Hoover Institution and Stanford University.

Relationship of This Plan to Others

SUL — In the event of a disaster threatening the holdings of the Hoover Library and Archives, Stanford University Library Preservation Staff and supplies in the Stanford University "disaster trailers" may be available to the Hoover Institution, subject to approval by Stanford University Library administration. A major disaster may require general Stanford assistance.

Events Planned For

Biological — Outbreaks of insects, rodents and mold growth will be addressed.

Fire — Fire damage creates a combination of problems. Water damage recovery procedures will be covered with instructions for dealing with soot, smoke, and major structural damage.

Water — Water damage is the most likely disaster to expect. There are many sources for water damage: leaking roofs or pipes, backed-up plumbing, malfunctioning HVAC equipment, inclement weather, and firefighters' hoses.

This plan will concentrate on water damage recovery since whatever disaster occurs, it will most likely include the presence of unwanted water.

Planning Methodology

This plan was developed by a committee comprised of Hoover Institution staff. The planning process involved Collection Managers, Facilities, and Preservation staff. It is recommended that the plan be revised and updated annually.

Members of the Disaster Preparedness Committee follow:

2. EMERGENCY CALL LISTS

QUICK CALL LIST OF FIRST NOTIFICATIONS

Call in the Order Given Until Someone is Reached

EMERGENCY	NAME	OFFICE #	HOME #
Fire		**9-911**	
Flood or Water Damage **If Library or Archives materials are affected**			
HVAC Failure	Immediate Supervisor		
Mold and Mildew	Immediate Supervisor		
Rodents and Insects	Immediate Supervisor		

COLLECTION EMERGENCY CALLING LIST
(for other emergency, call 9-911)

MINOR EMERGENCY

People to be called:		Office	Home
BUILDING MANAGERS:			
PRESERVATION:			
SUPERVISOR:	As applicable		

MAJOR EMERGENCY

People to be called by the staff:	**Office**	**Home**

FACILITIES:

PRESERVATION:

COLLECTIONS:

DISASTER ACTION TEAM: **Office** **Home**

Coordinator

Recovery Supervisor
Recovery Assistant

Recovery Assistant
Recovery Assistant
Recovery Assistant
Recovery Assistant
Recovery Assistant
Recovery Assistant
Recovery Assistant
Recovery Assistant
Recovery Assistant
Recovery Assistant

Media Contact

Supplies Coordinator
Disaster Documentation

CALIFORNIA PRESERVATION PROGRAM **1-888-905-7737**

http://calpreservation.org/

MAJOR EMERGENCY (continued)

People to be called by facilities or by senior administrators:

	Office	**Home**
HOOVER SENIOR ASSOCIATE DIRECTOR LIBRARY AND ARCHIVES		
HOOVER BUDGET AND FINANCE:		
HOOVER PUBLIC AFFAIRS:		
STANFORD RISK MANAGEMENT:		
STANFORD ENVIRONMENTAL HEALTH AND SAFETY:		
STANFORD FIRE MARSHALL:		
STANFORD LIBRARY:		
VIS MANAGEMENT:		

3. FIRST RESPONSE PROCEDURES

EARTHQUAKE

Protect life:

- Evacuate building following Stanford University Emergency Evacuation Procedures. (See Appendix H for Emergency Evacuation Plan)
- Ensure that all persons are out of the area.
- **DO NOT** re-enter the building until instructed to do so by an emergency professional.

Following an earthquake:

- USE CAUTION--Be prepared for aftershocks.
- Use the phone only to report life threatening fire or medical emergencies.
- Before re-entering, the building should be checked for water and gas leaks. If any damage is suspected, water and gas mains should be shut off immediately.
- Buildings built prior to 1980 should be professionally inspected for asbestos. Asbestos particles may disperse into the building interiors when disturbed in an earthquake.
- The building should be inspected for leaks from structural cracks at the first rainfall following an earthquake.

Useful contact: Stanford Earthquake Preparedness Information 3-0569

FIRST RESPONSE

FIRE

If you see fire or smoke:

- **CALL 9-911.** (If possible, notify supervisor.)
- Use fire alarm pull boxes.
- Evacuate building (according to instructions posted at all stair and elevator landings).

  -Use stairways rather than elevators.

- If trained, use fire extinguisher (locations may be found in emergency evacuation plans at elevator landings).
- Confine fire; close doors in areas that have been evacuated.
- Go to appropriate Emergency Assembly Point and remain there until instructed by proper authorities (see Appendix H for evacuation instructions).

If fire alarm sounds:

- TREAT ALARM AS REAL.
- Evacuate building (according to instructions posted at all elevator landings).

  -Feel top part of door before opening; if hot, use alternative route.

  -Use stairways rather than elevators.

- Go to appropriate Emergency Assembly Point and remain there until instructed by proper authorities (see Appendix H for evacuation instructions).

FIRST RESPONSE

MOLD

Notify designated individuals on Quick Call List.

Determine that the observed problem is mold:

- In its early stages, mold appears as a fine web of filaments under magnification. Mold in its later stages has a bushy appearance

- Check to see if materials are damp. If yes, check the temperature and relative humidity in the room. Mold will grow and is active only if the RH reaches or exceeds 70% to 75%.

- If the mold is soft and smeary, it is active. Active mold can continue to grow and can be very dangerous to collections.

- Consult a mycologist to identify the mold species present.

Slow or stop the growth of mold:

- Isolate affected materials to reduce dispersion of spores and protect people. For small blooms place materials in plastic bags.

- Locate the source of high humidity.

- Lower humidity and increase air circulation by installing dehumidifiers and/or fans through effected area.

- In the event of other disaster, notify the appropriate person(s) on the "First Notifications and Emergency Quick Call" lists.

See appendix F for more information about responding to a mold outbreak.

FIRST RESPONSE

RODENTS AND INSECTS

Notify designated individuals on the Quick Call List.

After discovery of rodents and/or insects are reported:

- The building should be searched for evidence of infestation and all possible points of entry checked.
- If possible, a live insect or well preserved dead sample should be collected and identified.

Before any pest control treatment is begun, a conservator should be consulted.

FIRST RESPONSE

WATER

Notify individuals on Quick Call List.

Emergency recovery that involves water requires rapid response.

If water enters the stacks, please take the following steps:

Protect books in the stacks areas:

- If there is standing water, be sure there are no electrical hazards prior to undertaking any work in the area.
- Cover stacks with plastic to protect from falling water.
- If there is a stack area below, check it to see if water is falling there as well; if necessary, protect that stack area with plastic.
- If wet books or boxes are protected from further damage, do not remove them from the shelves to another area; leave them until trained staff arrives.
- If water is rising from the floor, move materials from the lowest shelves to higher shelving or higher floors. Use book trucks to speed the process.

Locate and eliminate the source of the problem:

- Eliminate source and soak up as much water as possible.

Keep the humidity levels low:

High humidity plus high temperatures cause mold growth. Mold is extremely damaging to collections and costly to recuperate from. To keep humidity and temperature levels low:

- Insure that the HVAC system is functioning 24 hours a day and on weekends.
- Remove any standing water. If rags or cloths are used, remove soaked cloth from the library or archives. [Use caution in flood areas that might contain electrical cables, exposed wiring, circuit breaker boxes, etc.]
- If humidity levels are high, bring in dehumidifiers and fans.

4. ASSESSMENT AND RECOVERY PLANNING

4. ASSESSMENT AND RECOVERY PLANNING

DISASTER ASSISTANT TEAM

The Disaster Assistance Team forms the front-line response to any situation threatening the holdings of the Hoover Institution. The team assesses damage to the holdings and coordinates and implements recovery efforts.

Staff	Team position
	Coordinator
	Recovery supervisor
	Supplies Coordinator
	Holdings Documentation
	Disaster Documentation
	Video/Motion Picture
	Audio
	Recovery Assistant

DISASTER ASSISTANCE TEAM RESPONSIBILITIES/ OUTLINE OF RECOVERY PROCEDURES

The following procedures guide the process of assessing damage resulting from a disaster and carrying out recovery efforts. They are to be carried out by the Disaster Response Team. Assessment and recovery planning shall begin only after the facility has been declared safe to enter by emergency personnel.

STAFF	ACTION
Media Contact	Handle all interaction with media
DAT Coordinator	Mobilize staff
DAT and Hoover Administrative Officers	Stabilize environment
Disaster Documentation Coordinator	Provide photographic and written documentation of damage to facilities and collections
Building managers/ DAT Coordinator and Recovery Supervisor	Assess and evaluate damage
DAT	Set salvage priorities for damaged materials
DAT Coordinator/Supervisor	Plan recovery efforts
Hoover Administrative Officers	Authorize recovery
Supplies coordinator/DAT	Procure needed services and equipment
DAT	Implement recovery
Holdings Documentation Coordinator	Maintain intellectual and physical control of records throughout recovery
DAT	Evaluate recovery
DAT	Set up system to monitor records on a periodic basis

5. RECOVERY PROCEDURES

SALVAGE OF WATER DAMAGED COLLECTIONS

PAPER (UNBOUND): UNCOATED

Priority: Air dry or freeze within 48 hours. Records with water soluble inks should be frozen immediately to arrest the migration of moisture that will feather and blur inks. Records that show signs of previous bacterial growth should also be frozen immediately if they cannot be air dried.

Handling Precautions: Paper is very weak when wet and can easily tear if unsupported while handling.

Preparations For Drying: Pack flat sheets in flat boxes or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release layer. Remove drawers from flat files; ship and freeze stacked with 1" ~ 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to air or freeze drying. See **PAPER: FRAMED OR MATTED, PREPARATION FOR DRYING**.

Air Drying - secure a clean, dry environment where the temperature and humidity are as low as possible. Cover tables, floors or other flat surfaces with sheets of blotter or uninked newsprint.

Freezing - Secure a workspace and work surfaces and the following equipment: milk crates and/or cardboard boxes, sheets of plywood and rolls/sheets of freezer or waxed paper.

Drying Methods: Air Drying - This technique is most suitable for small numbers of records that are damp or wet around the edges. Keep the air moving at all times using fans. Direct fans into the air above the drying records. Use dehumidifiers as needed to maintain 50% or lower RH.

Damp material - Single sheets or small groups of records are to be laid out on paper-covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides. As a last resort to maximize space utilization, clothesline may be strung for the records to be laid across.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or newsprint should be changed and removed from the drying area.

PAPER: UNCOATED (continued)

Wet material - When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves, the polyester must be removed to allow drying. Cut the two sealed edges of the film in the border between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a conservator. Support can be given to single sheets by placing a piece of polyester film on the top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

Freezing - This option is best if there are large quantities damaged, or if the water damage is extensive.

Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of foldered material with freezer or waxed paper. Papers can then be vacuum freeze dried. This process allows drying to occur by causing the ice crystals in frozen documents to pass directly from a solid to a vapor state. This eliminates the possible harmful effects of a water stage.

Do not freeze framed items. Remove frame assemblage before freezing. See **PAPER: FRAMED OR MATTED, PREPARATION FOR DRYING**.

SALVAGE OF WATER DAMAGED COLLECTIONS

PAPER (UNBOUND): COATED (including linen drawings or drafting cloth and paper with sensitized coatings, such as thermofax)

Priority: **Coated paper must not be allowed to air dry in a clump or it will permanently block together.** If saturated, freeze within six hours for subsequent vacuum freeze-drying. If damp, separate and air dry before items have an opportunity to dry.

Handling Precautions: Physical manipulation should be kept to a minimum to avoid disruption of the water soluble coating and media and cause obliteration of the information.

Preparation for Drying: Air Drying - Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed: flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving material such as freezer, waxed or silicone release paper or polyester non-woven fabric.

Freezing - Equipment needed: milk crates or cardboard boxes; for large items, large flat supports such as pieces of plywood; freezer, waxed or silicone release paper or polyester non-woven fabric.

Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to drying. See **PAPER: FRAMED OR MATTED, PREPARATION FOR DRYING**.

Drying Methods: Air Drying - This technique is most suitable for small numbers of records that are damp or water damaged around the edges. Coated Paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, polyester non-woven fabric or waxed paper.

Damp material - Lay single sheets or small groups of interleaved records on paper covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or uninked newsprint should be changed and removed from the drying area.

Wet material - When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out

first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film in the border between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a conservator. Support can be given to single sheets by placing a piece of polyester film on the top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

Keep the air moving at all times using fans. Direct fans into the air above the drying records. Use dehumidifiers as needed to maintain humidity at or below 50%.

Freezing - Freezing is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of folded material with freezer or waxed paper.

Specify vacuum freeze-drying for coated paper and linen drawings; do not use vacuum thermal drying.

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release paper.

Do not freeze framed items. Remove frame assemblage before freezing. See **PAPER: FRAMED OR MATTED, PREPARATION FOR DRYING.**

SALVAGE OF WATER DAMAGED COLLECTIONS

PAPER: FRAMED OR MATTED, PREPARATION FOR DRYING

Priority: Wet paper must be frozen or air dried within 48 hours. Framed and matted items must be disassembled prior to air drying or freezing.

Handling Precautions: Caution must be exercised so as to not puncture or tear the wet paper artifact in the process of removing the frame, glazing and mounting materials.

Preparation For Drying: Place frame face down on a smooth, flat surface covered with blotter paper or plastic bubble pack. Carefully remove dust seal and hardware (place these metal pieces in a container so that they do not come in contact with the wet paper and inadvertently cause damage). Check if the paper object is adhered to rabbet of frame by gently pushing up on the glazing to see that the assemblage will release without resistance. Place a piece of board (mat board, masonite or plexiglass) over the back of the frame with all contents still in place. Using two hands, invert frame assemblage so that the glass and image are facing up. Lift off the frame, then lift off the glass.

When the paper is in direct contact with the glass, carefully remove them together and lay face down on a flat surface. Consult a conservator if the paper is sticking to the glazing.

If the glass is broken, the pieces may be held together with tape applied lightly over the breaks. The frame may then be laid face down and the paper removed from the back. If pieces of glass have dropped behind the remaining glass, hold the frame in a vertical position to remove the mat and/or paper.

To remove the item from its mat, place the image facing up. Lift window mat board carefully and detach paper object from back mat by carefully cutting hinges. If the object is attached firmly and directly to mat or backing board, do not attempt to remove. Proceed to air dry paper object as recommended in **PAPER: UNCOATED** or **PAPER: COATED**, as appropriate.

If difficulty is encountered at any point, consult a conservator for assistance.

SALVAGE OF WATER DAMAGED COLLECTIONS

BOOKS: CLOTH OR PAPER COVERS

Priority: Freeze or dry within 48 hours. **Coated paper** must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must be frozen as soon as possible for subsequent vacuum freeze-drying.

Handling Precautions: Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers from textblocks. Oversized books need to be fully supported; it may be possible to move only one at a time.

Preparation For Drying: Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen within 48 hours. Separate with freezer paper, pack spine down in milk crates, plastic boxes or cardboard boxes lined with plastic sheeting. If books are saturated with water, excess water should be allowed to filter from boxes.

Coated Paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, polyester non-woven fabric or waxed paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze-drying.

Drying Methods: Air Drying is suitable for small quantities of books (less than 100 volumes) that are not thoroughly soaked. It requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Keep the air moving at all times using fans. Direct fans into the air and away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50% RH.

Oversize volumes must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

Vacuum Freeze-Drying is suitable for large quantities of books, and/or for books that are very wet. Wet coated paper can be dried only by this method. Pack as described above and ship to drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after vacuum freeze-drying.

The SUL freezer may be used for small quantities of wet books. This freezer does not incorporate a vacuum procedure, so the drying process may be extended.

BOOKS: CLOTH OR PAPER COVERS (continued)

Contacts:

Blackman-Mooring-Steamatic Catastrophe, Inc.
303 Arthur St.
Fort Worth , TX
PHONE: 817/332-2770
800/433-2940

Document Reprocessors, Inc.
1384 Rollins Rd.
Burlingame, CA 94010
PHONE: 650/401-7711
800/437-9464

America Freeze Dry, Inc
411 White Horse Pike
Audubon, NJ 08106
PHONE: 609/546-0777

SALVAGE OF WATER DAMAGED COLLECTIONS

BOOKS: LEATHER OR VELLUM COVERS

Priority: If the text block of the book is wet, priority should be placed on getting it dry over saving the binding, unless the binding has been assigned the higher priority by a curator. If the item has gotten wet, successful salvage will probably not be possible, so other high priority items should be treated first.

Vellum bindings need to be watched carefully. Blotters should be placed between the covers and text and on the outside of the cover. The book should then be weighted or put in a press. As the binding dries it may shrink and cause damage to the text block, in which case it should be removed carefully before more damage is caused.

Freeze as soon as possible; vellum will distort and disintegrate in water.
If the text block of the book is wet, priority should be placed on getting it dry over saving the binding, unless the binding has been assigned the higher priority by a curator. If the item has gotten wet, successful salvage will probably not be possible, so other high priority items should be treated first.

Handling Precautions: Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers from textblocks. Oversized books need to be fully supported; it may be possible to move only one at a time.

Preparation For Drying: Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen, preferably blast frozen (at -20% F), as soon as possible. Separate with freezer paper, pack spine down in milk crates, plastic boxes or cardboard boxes lined with plastic sheeting.

Drying Procedure:

Air drying is the preferred method of drying but may be used only for items that are not very wet. This requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Wet or damp leather covers require frequent manipulation in order to retain their shape. Vellum bindings need to be watched very carefully. Blotters should be placed between the covers and text and on the outside of the cover. The book should then be weighted or put in a press. As the binding dries it may shrink and cause damage to the text block, in which case it should be removed carefully before more damage is caused.

Vacuum freeze-drying is recommended for very wet books. Books should be separated with freezer paper and packed spine down in milk crates, plastic boxes or cardboard boxes lined with plastic sheeting. [CAUTION: These drying methods may result in distortion to leather and vellum covers.]

BOOKS: LEATHER OR VELLUM COVERS (continued)

Coated Paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, polyester non-woven fabric or waxed paper.

Oversize volumes must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

Keep the air moving at all times using fans. Direct fans into the air above the drying records. Use dehumidifiers as needed to maintain humidity at or below 50% RH.

Vellum bindings need to be watched carefully. Blotters should be placed between the covers and text and on the outside of the cover. The book should then be weighted or put in a press. As the binding dries it may shrink and cause damage to the text block, in which case it should be removed carefully before more damage is caused.

See also: **VELLUM AND PARCHMENT: DOCUMENTS**

SALVAGE OF WATER DAMAGED COLLECTIONS

SCRAPBOOKS

Priority: Freeze immediately.

Handling Precautions: Do not move items until a place has been prepared to receive them. Large scrapbooks should be supported with boards.

Preparation For Drying: Freezing - If the scrapbook is not boxed and the binding is no longer intact, wrap in freezer paper. Freeze as quickly as possible, using a blast freezer (at -20% F) if available.
Equipment needed: milk crates or cardboard boxes; for large items, large flat support such as pieces of plywood; freezer, waxed or silicone release paper or polyester non-woven fabric.

Air Drying - Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed: flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving material such as freezer, waxed or silicone release paper or polyester non-woven fabric.

Drying Methods: Vacuum freeze-drying is the preferred method, although this should not be used for photographs. See **PHOTOGRAPHS AND TRANSPARENCIES**. If the book is to be vacuum freeze-dried, the photographs should first be removed. Wrapped scrapbooks should be packed lying flat in shallow boxes or trays lined with freezer paper.

Air drying may be used for small quantities that are only damp or wet around the edges. The books should not have large amounts of coated paper or soluble adhesives.

Pages with non-coated paper should be interleaved with uninked newsprint or blotters and the books placed on tables. The interleaving and page opening should be changed regularly and often to speed the drying. If the binding has failed, it may be advisable to separate the pages and lay them out individually to dry. Care must be taken to maintain page order.

Keep the air moving at all times using fans. Direct fans into the air and above the items. Use dehumidifiers as needed to maintain humidity at or below 50% RH.

SALVAGE OF WATER DAMAGED COLLECTIONS

PHOTOGRAPHS AND TRANSPARENCIES

Priority: Salvage priorities: Within 24 hours: 1) ambrotypes, daguerreotypes, tintypes, silver gelatin glass plate negatives, wet collodion glass plate negatives; Within 48 hours: 2) color prints and film, silver gelatin prints and negatives; 3) albumen prints and salted paper prints.

Cyanotypes in alkaline water must be dried as soon as possible; in acidic water they drop to priority 3.

Handling Precautions: Do not touch emulsion; hold by the edges or margins. Always place with emulsion side up.

Preparations For Drying: Secure a clean area to work, free from particulates. Keep the photos and/or negatives in containers of fresh cold water until they are either air dried or frozen. Photographs can be kept in water for up to 48 hours. In general, however, wet photographs should air dried or frozen as soon as possible. If allowed to partially dry in contact with each other. they will stick together. To maintain wetness until the drying process can take place, pack photos inside plastic garbage pails or boxes lined with garbage bags. It should be noted that only photographic processes that are stable in water should be immersed in water if they cannot be dried or frozen immediately. Photographic processes that are more stable in water are daguerreotypes, salted paper prints, collodian prints, albumen prints, platinum prints and cyanotypes. If the process cannot be identified, do not immerse.

Equipment and materials needed: plastic trays, cold water, clothesline, clothespins and/or photo clips, soft bristle brushes, Kodak Photo Flo Solution, polyester non-woven fabric and clean photographic blotter paper, Falcon squeegee and drying racks for resin coated prints, Salthill dryer for recent fiber-based prints.

Carefully remove prints and film positives and negatives from their enclosures. Keep the enclosure or the file number with each film item, since it contains vital information for maintaining intellectual control.

Daguerreotypes. Glass and Metal-Based Collodion Emulsions such as ambrotypes, tintypes, wet collodion glass plates (which include some negatives, lantern slides and stereographs on glass):

Cased photographs - Carefully open the case and place the photograph face up on blotters. Do not attempt to disassemble the components, remove debris or wash the photograph. If the affected photo has water or debris trapped within the assemblage, contact a conservator for proper disassembly.

PHOTOGRAPHS AND TRANSPARENCIES (continued)

Uncased images - Air dry emulsion side up on clean absorbent blotters. Remove and retain cover slips from glass lantern slides if present. Do not attempt to clean debris or wash these images. These procedures will be performed by a conservator.

Black and White Prints - If debris is present and cleaning of photographs necessary, place the prints in a tray and fill with cold water. Agitate the tray and change the water several times. After l5 minutes, drain the water and air dry. Reduce washing time for deteriorated and card mounted prints**.**

Color Prints - Use the same procedures as for black and white prints but decrease washing time to l0 minutes. Reduce washing time further for deteriorated prints.

Negatives (glass and film) - silver gelatin - Soak the films in clean, cold water for 30 minutes. If there are particulates on the film, rinse for 10-15 minutes while gently brushing surfaces under water with a soft bristle brush, then continue washing for an additional l5 minutes. Rinse with Kodak Photo Flo solution.

Glass Plate Negatives - collodion - Do not wash or expose plates to further moisture; if any image remains, air dry immediately, emulsion side up.

Kodachrome Transparencies - Wash as described above for negatives - silver gelatin.

Ektachrome Transparencies - Wash as described above for negatives - silver gelatin, omitting the Photo Flo, then dry. Consult a photo conservator after transparencies have dried, as some may require stabilization.

Color Negatives - Wash as described above for negatives - silver gelatin, omitting Photo Flo, then dry. Consult a photo conservator after transparencies have dried, since some may require stabilization.

Drying Method: Order of preference: 1) air dry, 2) freeze/thaw and air dry, 3) vacuum freeze-dry. Do not vacuum thermal dry or freeze dry.

Prints and Films - Dry film by hanging on a clothesline at room temperature in a dust free area. Lay glass plates and prints emulsion side up on a clean absorbent blotter.

Photo Albums - To air dry, place sheets of blotter covered with polyester non-woven fabric between each leaf. Change the blotter paper as it becomes damp or wet. If the binding structure is no longer intact or the album can be dismantled, separate the leaves and air dry on clean blotters covered with polyester non-woven fabric; periodically turn from recto to verso to promote even drying. If drying cannot proceed immediately, wrap

the volume in plastic and freeze. The volume can then be thawed and air dried at a later date.

Keep the air moving at all times using fans. Direct fans into the air above the drying records. Use dehumidifiers as needed to maintain humidity at or below 50% RH.

If air drying is not possible due to media solubility or unacceptable disruption to the structural integrity of the volume, vacuum freeze-drying is recommended.

Photographs are difficult and fragile materials, and are easily damaged. If difficulty is encountered, consult a conservator for assistance.

SALVAGE OF WATER DAMAGED COLLECTIONS

MICROFICHE

Priority: Freeze or dry within 72 hours

Handling Precautions: Do not move items until a place has been prepared to receive them and you have been instructed to do so. If the fiche cannot be air dried immediately keep them wet inside a container lined with garbage bags until they can be frozen.

Drying Methods: Freeze if arrangements cannot be made to air dry the fiche quickly. Fiche should be removed from the paper jackets to dry. Jackets should be retained to preserve any information printed on them, but this information should be transferred to new jackets once the fiche is dry and ready to be stored again. The best air drying method is to clip the fiche to clothes lines with rustproof clips, avoiding the image area.

Fiche has been successfully vacuum freeze-dried, though freeze-drying of photographic materials is not generally recommended. If dealing with large quantities of fiche, this option should be investigated. Alternatively, a commercial microform vendor may be consulted.

Note: It is often most economical to purchase new fiche, if this is an option.

SALVAGE OF WATER DAMAGED COLLECTIONS

MICROFILM AND MOTION PICTURE FILM

Priority: Rewash and dry within 72 hours. Wet film must be kept wet until it can be reprocessed.

Handling Precautions: Wipe outside of film cans or boxes before opening. If mud or debris is present on roll film that has been exposed to water, the film should be removed from its container and rinsed in cool clean water. Once the film is wet it should not be allowed to dry before being reprocessed. [If the film were left to dry while rolled, the emulsion could easily stick to the film.] Cans that are wet on the outside may contain dry film that should be separated from wet material. Do not remove wet microfilm from boxes; hold cartons together with rubber bands. Dry film in damp or wet boxes should be removed and kept together with the box. Do not move items until a place has been prepared to receive them.Do not touch emulsions. Hold by edges or margins.

Packing Methods: The rolled microfilm should be kept submerged in water below 65% F**.** in a sealed dark container until reprocessing is possible. Plastic garbage cans with screw lock lids may be used for this purpose. The water should be completely covering the film and may be kept cold by adding ice. Color film may be kept this way for up to 48 hours and black and white film, 72 hours. A water solution with 1% formaldehyde may be used for immersing the film. This solution will help to prevent the softening and swelling of the gelatin emulsion. Before utilizing the water/formaldehyde solution, however, it is advisable to consult the commercial reprocessing facility because of the possibility of the emulsion's hardening and flaking.

Preparation For Drying: Contact microfilm lab or film processor for rewashing.

Drying Methods: Contact Bay Microfilm Inc. to rewash and dry microfilm. The manufacturer or other professional processor should be contacted to rewash and dry motion picture film. This process involves immersion of the film in a stop bath solution , hot air drying and inspection.

If reprocessing is not an option the film should be rinsed in clear cool water and unrolled to dry. The emulsion should not touch any surface while drying. For this procedure a solution of water with 1% formaldehyde may be used for rinsing to shorten the drying time for the emulsion. Once dry, the film should be rewound on a hand crank reel with the film passing through a piece of clean hand held flannel as it is rewound. Water spots may remain on film that is dried in this way and not reprocessed.

SALVAGE OF WATER DAMAGED COLLECTIONS

MICROFILM AND MOTION PICTURE FILM (continued)

Contacts:

Microfilm: BMI Imaging Systems
1115 East Arques Avenue
Sunnyvale, CA 94085
PHONE: 408/736-7444
FAX: 408/736-4397

Motion
Picture Film: Monaco Labs
234 9th Street
San Francisco, CA
Contact: Jim Moye
PHONE:415/864-5350
FAX: 415/864-5682

Note: It is often most economical to purchase new film, if this is an option. For Hoover-produced microfilm, copies should be produced from the master or duplicate negatives.

SALVAGE OF WATER DAMAGED COLLECTIONS

MAGNETIC MEDIA: COMPUTER DISKETTES

Priority: Prolonged storage in water causes leaching of chemicals from the support. If a back-up copy is available, it is better to discard the water-soaked original.

Handling Precautions: Store diskettes upright, without crowding, in cool distilled water until you are ready to attempt data recovery. Exposure to water should not extend beyond 72 hours. If disks cannot be dried and copied within three days, they should be placed wet in plastic bags and frozen until drying and data recovery is possible.

Preparation For Drying: 5 " disks - remove the disk by cutting with scissors along the edge of jacket. Carefully remove the diskette and agitate the exposed disks in multiple baths of distilled water to remove all visible dirt.

3" disks - pack wet disks in plastic bags and ship overnight to a computer media recovery service vendor for data recovery. Do not dry disks first: dried impurities can etch magnetic coating.

Drying Methods: 5" disks - dry with lint-free toweling or cheese cloth. 3" disks - Send disks to a professional data recovery vendor. Do not attempt to copy. Damage to your hardware could result.

Data Recovery: In order to ensure the preservation of data on disks that have been wet, it is prudent to copy it to new disks. Insert the disk that has been dried into an empty jacket made by removing a new disk. The water damaged disk that has been placed in the new jacket is inserted into a disk drive. Copy and verify that the information has transferred, then discard the damaged disk. You need only prepare one new jacket for each five to ten disks since the same jacket can be reused several times. Most diskettes can be salvaged unless the diskette itself is magnetically damaged or warped. If copying is not successful, consult computer recovery services.

Contact:

DataSafe
3160 W. Bayshore Rd.
Palo Alto, CA
PHONE: 650-875-3800
800-275-7233

SALVAGE OF WATER DAMAGED COLLECTIONS

DISCS

Identification:

Lacquer Discs: Also known as "acetates". Flat, circular plate. Composition is a sheet of lacquer (cellulose nitrate) covering various bases. Often found in paper or synthetic sleeve.

Glass based: Stiff, but extremely fragile. Usually black. Usually 16 inches in diameter. Can also be, though not limited to: 8, 10, and 12 inches in diameter. Heavier and slightly thicker than an LP record. Has a visual appearance of either a paper/cardboard or clear glass base when viewing the center hole at an angle.

Metal based: Stiff, but fragile. Usually black. Usually 16 inches in diameter. Can also be, though not limited to: 8, 10, 12 inches in diameter. Heavier and slightly thicker than an LP record. Has a visible metal base when viewing the center hole at angle.

Cardboard based: Flimsy and very thin. Color can vary widely. Usually 12 inches or less in diameter. Lightweight.

Shellac Discs: Also known as "78s". Flat, circular plate. 10 inch diameter. Heavier and thicker than a standard LP record. Stiff feel. Entirely one piece, excluding label. Usually black.

Vinyl Discs: Also known as "45s" or "LPs". Flat, circular plates in 7 or 12 inch diameter respectively. Fairly light in weight. Firm, but soft feel. Entirely one piece, excluding label. Usually black, but color can vary.

Priority: Air dry within 24 hours.

Handling Precautions: Hold discs by their edges. Avoid physical shocks. Shellac and metal-based lacquer discs are very fragile. Glass-based lacquer discs are *extremely* fragile. If disc center is falling apart, further support from the bottom is necessary. Do not handle in the grooved areas.

Packing Method: Pack vertically in padded plastic crates.

DISCS (continued)

Preparation For Drying: Organize the damaged discs by medium: vinyl, shellac, metal-based lacquer, glass-based lacquer, and cardboard-based lacquer. Prioritize discs in the following order: glass-based lacquer, cardboard-based lacquer, metal-based lacquer, shellac, vinyl. If discs have not adhered to the sleeves, remove the discs from their sleeves and jackets. Do not attempt to remove discs that are sticking to a sleeve. If labels have separated from the disc, mark the center of the disc with a grease pencil and keep track of the label. With lacquers, use the utmost care. Do not introduce cardboard-based discs to water unless the discs were found emerged in water/sludge and can be immediately rinsed with distilled water. Do not wash any lacquer that has begun to crack. This includes both large, noticeable chunks, and also fine cracks within the grooves as caused by contractions and expansions. Wash all other discs

Washing Methods: Each disc type should be washed in its own container (one tub for vinyl, one for shellac, one for lacquer). Avoid submerging the entire disc at once, especially those with labels. Wiping/scrubbing should be done circularly in the direction of the grooves. Wash metal and glass based lacquers in "Kodak Lens Cleaner". Wash vinyl and shellac discs with distilled water. If absolutely necessary, add a small amount of liquid dish soap as a solvent. Rinse all discs thoroughly with distilled water.

Drying Methods: Jackets, sleeves, and labels may be air dried like other paper materials. See **PAPER: COATED** and **PAPER: UNCOATED**. Dry slowly indoors at ambient temperature away from direct heat, sources of dust, smoke, food, drink, and other small-particle contaminants. Air dry discs horizontally on an open-bottom rack.

Additional Steps: As noted before, lacquer discs are significantly prone to temperature variation expansions and contractions. Following exposure to any liquid, this is a serious problem. Importance should be given to the digitization of non-copied discs.

SALVAGE OF WATER DAMAGED COLLECTIONS

MAGNETIC MEDIA: CASSETTE

Identification: 4.5” x 2.5” x 3/8” plastic cartridge with 1/8” x 0.5 mil ribbon tape. Colors vary widely. Two circular openings near the center. Large bottom openings exposing the tape. Often found in plastic cases.

Priority: Air dry as soon as possible.

Handling Precautions: It is easy for the tape within the cartridge to crease as well as the leader ends to break off the hubs. Use care.

Preparation For Drying: Remove the cassette from its case. If ribbon/tape has unraveled past the plastic cartridge, rewind the tape by hand by spinning the inner wheels, accessible through the round, center holes.

Drying Methods: Dry indoors. Place the cassettes opening down and allow to air dry on sheets of clean blotter. Place the original case next to the cassette. Use fans to keep air moving without blowing directly on the items. Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring relative humidity down to 50%. Jackets, sleeves, and detached labels may be air dried like other paper materials. See **PAPER: COATED** and **PAPER: UNCOATED**

Additional Steps: Once dry, if the cartridge is assembled with screws, re-house the cassettes in new, fresh, clean cartridges. If the cartridge is molded shut (no screws), do not attempt to re-house the tape. Once dry, the tapes can be assessed for further cleaning and duplication. This procedure is done by specialized professional vendors.

SALVAGE OF WATER DAMAGED COLLECTIONS

MAGNETIC MEDIA: REEL TO REEL

Identification: Slightly thick cylinders that are more flat than high. Consists of two parts: the holding reel and the actual audiotape. The reel can be 5, 7, or 10.5 inches in diameter and made of plastic or metal. The tape can have a thickness of ¼", ½", 1", or 2". Often found inside paper and plastic cases. Occasionally tape will not be on reel, but wrapped around a center plastic hub; in such case it is referred to as a pancake.

The audiotape can be paper, acetate, or polyester based. To identify the different types of tapes:

Acetate: light will shine through the sides of acetate tape when held up to a light source. IMPORTANT: the opposite is true of acetate video tape.

Polyester: light will not shine through the sides of polyester tape when held up to a light source. IMPORTANT: the opposite is true of polyester video tape.

Paper: will feel like paper. These are old and rare.

Priority: Air dry as soon as possible.

Handling Precautions: Handle by either the case or the holding reel at all times possible. Don't put heavy weight or pressure on the sides of the reels. If necessary, adhere audiotape end to the top of one of the sides/flanges of the reel with a small piece of sticky tape. Do not create a vertical stack of horizontal cases/reels. Pancakes: if tape is without a reel but wrapped spirally as if it did, do not grab the tape by the sides or center. Move the tape horizontally with a support base, preferably a reel flange/side. Do not rest the tape vertically.

Preparation For Drying: Remove the reel from its original box. Do not unwind tapes or remove from the reel. Separate the three kinds of tapes. Pack vertically into plastic or cardboard crates or open-bottom rack to allow excess water/sludge to drain.

Drying Methods: Dry indoors away for sources of heat and direct light. Air dry indoors by supporting the reels vertically on sheets of clean blotter. Air dry pancakes horizontally on top of support base, ideally a reel flange/side with several open slots. Leave the tapes to dry next to their original boxes, if available. Use fans to keep air moving without blowing directly on the

MAGNETIC MEDIA: REEL TO REEL (continued)

items. Reels with lots of openings/slots will dry faster than those with fewer slots. Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring relative humidity down to 50%. Jackets, sleeves, and detached labels may be air dried like other paper materials. See **PAPER: COATED** and **PAPER: UNCOATED**.

Additional Steps: Once dry, the tapes can be assessed for further cleaning and duplication. This procedure is done by specialized professional vendors.

SALVAGE OF WATER DAMAGED COLLECTIONS

MAGNETIC MEDIA: DIGITAL AUDIO TAPE (DAT)

Identification: 3" x 2.125" x ½" plastic cartridge with a moveable side. Resembles a miniature VHS cartridge. Often referred to as a "DAT" (rhymes with "cat"). Colors vary. Usually found in a plastic case.

Priority: Air dry as soon as possible

Handling Precautions: Handle by the case or cartridge. Do not open the cartridge (exposing the inner ribbon/tape) unless the tape needs to be manually rewound inside the cartridge. Do not rewind broken, exposed tape.

Drying Methods: Dry indoors away for sources of heat and direct light. Remove the cartridge from the outer plastic case and place on clean blotter. Place the original case next to the cassette. Use fans to keep air moving without blowing directly on the items. Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring relative humidity down to 50%. Jackets, sleeves, and detached labels may be air dried like other paper materials. See **PAPER: COATED** and **PAPER: UNCOATED.**

SALVAGE OF WATER DAMAGED COLLECTIONS

OPTICAL MEDIA: COMPACT DISCS (CD)

Identification: Very thin 5" plastic discs. Two sided. Top/label side and a bottom/audio/data side. Bottom colors range broadly. All have light reflecting, prism-like properties. Often found within plastic cases called "jewel cases."

Priority: Dry within 24 hours

Handling Precautions: Hold the disc by the outside edge or the center hole. Do not touch with a bare hand any area that reflects light.

Washing Methods: Unless the top has a paper label, and if needed, the disc can be gently washed with distilled water using soft, clean, lint-free cotton cloths.

Drying Methods: Dry indoors away for sources of heat and direct light. Remove from the jewel case by depressing the plastic teeth or bubble that hold the disc by the center hole. If teeth are broken, very carefully remove the disc from the case by the outer edge. Dry with a soft, clean, lint-free, cotton cloth by wiping radially from the center to the edge of the disc. Repeat until disc is dry. If the audio/data side is silver-ish in color, place the disc with the audio/data side down on clean blotter. For any other color, place the disc on clean blotter with the audio/data side up. Place the original, open case down with the inside exposed upward. Carefully remove any labels/sleeves/inserts from the jewel case. Dry the jewel case with a different soft, clean, lint-free, cotton cloth cloth. Jackets, sleeves, and detached labels may be air dried like other paper materials. See **PAPER: COATED** and **PAPER: UNCOATED.**

SALVAGE OF WATER DAMAGED COLLECTIONS

VELLUM AND PARCHMENT: DOCUMENTS

Priority: **It is highly recommended that a conservator be contacted to treat these damaged materials.**

Handling Precautions: Do not move items until a place has been prepared to receive them.

Drying Procedures: Drying must take place slowly and be carefully controlled. The item needs to be restrained as it dries for it to retain its shape.

Documents that have only been exposed to high humidity should be interleaved with dry blotters and placed under weights. Blotters should be checked after about a half hour to see if they need to be exchanged for drier ones.

For drying of slightly damp documents the edges should be clipped and pinned or, at least, weighted. As the item dries it should be checked at least every 15 minutes and the tension adjusted as necessary. Once the item is almost dry the clips or weights can be removed and the item placed between blotters and weighted overall to complete drying.

Vacuum freeze-drying can be used as a last resort for drying vellum and parchment, but the limited experience with this procedure shows that there will be much distortion and change in the object.

See page on **BOOKS: LEATHER AND VELLUM COVERS** for dealing with vellum bindings.

APPENDICES

APPENDIX A

SALVAGE PRIORITIES

Hoover Tower

First Floor

Second Floor

Stack Floor

Stack Floor

Basement-

A. SALVAGE PRIORITIES (continued)

Herbert Hoover Memorial Building/Archives

[Staff Advisor: Linda Bernard]

Courtyard Level

Basement

A. SALVAGE PRIORITIES (continued)

Room

Room

Room

A. SALVAGE PRIORITIES (continued)

Lou Henry Hoover Building

APPENDIX B

SOURCES OF ASSISTANCE/CONSULTANTS

General Disaster Assistance

FEMA (Federal Emergency Management)
Disaster Assistance Programs
Building 105
Presidio of San Francisco, CA 94129
PHONE: 415/923-7100
http://www.fema.gov

California Office of Emergency Services
PO Box 9577
Sacramento, CA 95823
PHONE: 916/427-1624
http://www.oes.ca.gov

Bob Futternick
San Francisco Art Museums Conservation Labs
PHONE: 415/750-7682
(Conservation)

Palo Alto Fire Department (non-emergency)
PHONE: 415/329-2184

Book and Paper Conservation

Don Etherington
Etherington Conservation Center, Inc.
7609 Business Park Drive
Greensboro, North Carolina
PHONE: 877/391-1317

Stanford University Libraries Conservation Lab
1450 Page Mill Rd
Stanford University
Contacts: Maria Grandinette
PHONE: 415/723-0394
Walter Henry
PHONE: 415/723-9381
Cathy Aster
PHONE: 415/725-4042

SOURCES OF ASSISTANCE/CONSULTANTS (continued)

Computer Media Recovery

Datasafe
3160 West Bayshore Road
Palo Alto, CA
PHONE: 415/856-4300
PHONE: 800/275-7233

Microfilm

BMI Imaging Systems
1115 Arques Ave.
Sunnyvale, CA 94086
PHONE: 408/736-7444
FAX: 408/736-4397
or
San Francisco
contact: Dennis Jefferson
PHONE: 415/494-1812

Motion Picture Film

Eastman Kodak Processing Labs
Palo Alto, CA
Contact: Rob Beck
PHONE: 650/494-7555 ext. 223

Eastman Kodak Co.
Rochester, NY
PHONE: 716/724-4000

Monaco Labs
234 9th Avenue
San Francisco, CA
contact: Jim Moye
PHONE: 415/864-5350

TCS HOLLYWOOD
6087 Sunset Blvd.
Hollywood, CA 90028
Phone: 323-467-1244
Fax: 323-461-2561)

SOURCES OF ASSISTANCE/CONSULTANTS (continued)

Object Conservation

John Burke
Oakland Museum
PHONE: 510/238-3806

Paintings Conservation

Will Shank
San Francisco Museum of Modern Art
Conservation Department
151 3rd Street
San Francisco, CA 94103
PHONE: 415/357-4050

Paper Conservation

Nancy Harris
Preservation Department
University of California at Berkeley
Berkeley, CA 94720
(specialization in archives conservation)
PHONE: 510/642-8842 or 642-4946

Leslie Kruth
145 Grove Drive
Portola Valley, CA 94028
PHONE: 415/851-0110

Jill Sterrett
San Francisco Museum of Modern Art
Conservation Department
151 3rd Street
San Francisco, CA 94103
PHONE: 415/357-4053

Karen Zukor
Zukor Art Conservation
3016 Filbert Street #10
Oakland, CA 94608
PHONE: 510-652-7915

Kathy Orlenko
PHONE: 408-261-8278
Fax:408-261-1648
kathleen@orlenko.net
(paper and art on paper)

Photographic Conservation

Theresa Andrews
4341 Edgewood Avenue
Oakland, CA 94602
PHONE: 510/482-4698

Eastman Kodak Co.
Rochester, NY
PHONE: 585/724-4000

Eastman Kodak Processing Labs
Palo Alto
Contact: Rob Beck
PHONE: 415/494-7555 ext.223

Image Permanence Insitute
Rochester Institute of Technology
70 Lomb Memorial Drive
Rochester, NY 14623-5604
Contacts: Doug Nishimura or James Riley
PHONE: 585/475-5199

Video Preservation

Jim Lindner
Vidipax
450 West 31st Street
New York, NY 10001
FAX: 212-563-1994
PHONE: 212-563-1999
www.vidipax.com
email: info@vidipax.com

Jim Wheeler
1763 Valley View
Belmont, CA 94002
fax: 415/594-0951
PHONE: 415/595-4090
email: jimwheeler@aol.com

SOURCES OF ASSISTANCE/CONSULTANTS (continued)

Video Preservation (cont.)
TCS HOLLYWOOD
6087 Sunset Blvd.
Hollywood, CA 90028
PHONE: 323-467-1244
FAX: 323-461-2561

APPENDIX C
VENDORS – QUICK REFERENCE

Disaster Services

Document Reprocessors
1384 Rollins Rd.
Burlingame, CA 94010
PHONE: 650-401-7711; 800-437-9464
FAX: 650-401-8711
www.documentreprocessors.com
Eric Lundquist or Muriel Lundquist
*Vacuum freeze-drying (Thermaline) of collections
(DR has substantial number [600-700] of boxes stored for SUL; these were purchased during 1998 flood.)

Blackmon Mooring Steamatic Catastrophe, Inc. (BMS CAT)
303 Arthur St.
Fort Worth, TX 76107
PHONE: 800-433-2940
www.bmscat.com
Thomas Rohloff, Project Manager
Kyle Tomlin (Sacramento contact)
*Desiccant and refrigerant dehumidification of facilities, magnetic media, equipment, etc.

Belfor USA (purchased Disaster Recovery Services, Inc.)
2425 Blue Smoke Court South
Fort Worth, TX 76105
PHONE: 800-856-3333 (24 hours); 817-535-6793
FAX: 817-536-1167
http://www.belfor.com
Kirk Lively

Munters Moisture Control Services
79 Monroe St.
Amesbury, MA 01913
PHONE: 800-686-8377 or 978-241-1100
http://www.muntersamerica.com
Linda Tanzella, Document Specialist
*Dehumidification and desiccant drying of facilities, magnetic media, equipment, collections, etc.

Freezers

Wei T'o freezer (small capacity)
Meyer Library
Preservation Department
Maria Grandinette: 3-9304
Sarah Newton: 3-9304

U.S. Cold Storage (large capacity)
33400 Dowe Ave.
Union City, CA 94587
PHONE: 510-489-8300
FAX: 510-489-0698
http://www.uscoldstorage.com
Dave Sweilem, Manager

United Cold Storage
233 East Grand Ave.
South San Francisco, CA 94080
PHONE: 650-589-5645
http://www.unitedcoldstorage.com
Jim Morgan or Rob Evans

Modern Ice & Cold Storage
950 Oakland Road
San Jose, CA 95112
PHONE: 408-294-2577
FAX: 408-294-2745
http://www.modern-ice.com

Dreisbach -Watsonville (and Oakland)
1276 Highway 1
Moss Landing, CA 95039
PHONE: 831-763-4800
http://www.dreisbach.com
Val Nunes 510-533-6600 ext.225 Mobile 510-384-1922

Consult Yellow Pages: Warehouses—Cold Storage

VENDORS – QUICK REFERENCE (continued)

When talking with the cold storage vendors, tell them:

- How many cartons there are. Estimate 22-24 cartons/pallet (22 with SUL or moving company boxes; 24 with Document Reprocessors boxes (see **Boxes** page 4).
- That the material will have to remain frozen at all times.
- That they will have to "palletize" the cartons.
- That we will send someone with the trucks for record keeping.

Vacuum Freeze-Drying

Document Reprocessors (see above)

BMS CAT (see above)

Belfor USA (see above)

Mercer Processing, Inc. (small chambers only)
1836 Lapham Dr.
Modesto, CA 94354
PHONE: 209-529-0150 or 831-626-1323
http://www.wolfcanyon.com/mercer.htm

Midwest Freeze-Dry Ltd.
7326 North Central Park
Skokie, IL 60076
PHONE: 847-679-4756
FAX: 847-679-4191
http://www.midwestfreezedryltd.com
Patrick King

American Freeze Dry, Inc.
39 Lindsey Ave.
Runnemede, NJ 08078
PHONE: 856-546-0777 or 800-817-1007
John Zioance
www.americanfreezedry.com

Dehumidification Services

Munters (see above)

BMS CAT (see above)

Ideal Restoration
432 No. Canal Street, #16
South San Francisco, CA 94080
PHONE: 650-873-3229
Ken Mercurio

Microform Services

BMI Imaging (formerly Bay Microfilms, Inc.)
1115 E. Arques Ave.
Sunnyvale, CA 94085
PHONE: 800-359-3456; 408-736-7444
FAX: 408-736-4397
www.bmiimaging.com
Bill Whitney (ext. 204)

Motion Picture Labs

Monaco Film Labs and Video Services
234 Ninth St.
San Francisco, CA 94103
PHONE: 415-864-5350
http://www.monacosf.com
Scott Smerdon

Magnetic Media Restoration

Specs Brothers
P.O. Box 5
Ridgefield Park, NJ 07660
PHONE: 800-852-7732

VidiPax
450 West 31st Street
New York, NY 10001
PHONE: 212-563-1999
FAX: 212-563-1994
www.vidipax.com
email: info@vidipax.com

VENDORS – QUICK REFERENCE (continued)

Boxes

Document Reprocessors (see above):
SUL/AIR owns a substantial number (600-700) of boxes purchased during the 1998 flood. DR is storing these for us. These are sturdy, open-top boxes that stack well.

Emergency Trailers, Stanford Facilities Operations: Kathryn Guy, Office Manager, 3-4221; Pager: 650-301-2992 or Work Control: 3-2281

University Supplies, Stanford: Mitzi Polen, 3-9663

Bains Moving and Storage Corp.
2470 Pulgas Ave.
East Palo Alto, CA
PHONE: 650-323-6000

Bekins Moving Co.
Palo Alto
PHONE: 650-327-2550

Consult Yellow Pages: Boxes or Movers or Moving and Storage

Trucks

Library vans, Stanford: Bob Garcia, 3-1122

Bains (see above)

Hengehold Rental
Palo Alto
PHONE: 650-494-2444

Consult Yellow Pages: Truck Rental

Freezer Trucks

Ryder
2481 O'Toole
San Jose
PHONE: 408-435-0700

B.I.T. Leasing, Inc.
35 North Amphlett
San Mateo
PHONE: 650-344-7192
After Hours or Emergency: 800-435-3273

APPENDIX C
ADDITIONAL VENDORS/SERVICES EQUIPMENT, AND SUPPLIES

Note: This appendix is divided into three parts:

Part 1 has alphabetically arranged main entries relating to a particular service or product. Following each main entry is a list of companies that provide the service or product.

Part 2 of the appendix lists the addresses and phone numbers of each company mentioned in part 1, in alphabetical order.

Part 3 contains lists of supplies to be stored in several locations in the Hoover Institution Library and Archives.

Part 1: Products and Services

Boxes

Hengehold Truck Rental
Mail Boxes Etc.
Office Max
SUL Emergency Trailers

Cleaning (Smoke and Soot)

M. F. Bank Restoration Company
Re-Oda Chem Engineering Company
Service Master Recovery Management

Computer Media Recovery

DataSafe
Excalibur (formerly Randomex, Inc.)
Hewlett-Packard Co.
ServiceMaster Recovery Management

Conservation Supplies

Gaylord Bros.
Metal Edge

Conservation Treatment

See Appendix B

Dehumidification

Munters (see above)
BMS CAT (see above)
Ideal Restoration

Freezer Storage

Equipmant Systems, Inc.
United Cold Storage

Freezer Rental

Equipment Systems, Inc.

Freezer Trucks

B. I. T. Leasing, Inc.
Monarch
Moore Truck Lines
Thermo-King Transport Refrigeration
Viking Freight System, Inc.

Generators

Bayside Equipment Co.
Clementina Equipment Company
Honda Generators

Hardware Stores

Ace Hardware
OSH (Orchard Supply Hardware)
Post Tool

Janitorial Supplies

Bule Ribbon Supply Company
California Janitorial Supply Co.
Stanford Central Stores

Micrographics Recovery

Eastman Kodak Disaster Recovery Service Lab
Preservation Resources
BMI

Motion Picture Film Recovery

Film Treat
John Allen, Inc.
Monaco Labs
Restoration House, Film Group, Inc.
Video Box Office (videotapes)
VidiPax (videotape)

Plastic Sheeting

Port Plastics, Inc.
Tap Plastics, Inc.

Rental Trucks

Hangehold Truck Rental
Penske
U-haul

Vacuum Drying

Blackmon-Mooring-Steamatic Catastrophe, Inc.
McDonnell Aircraft Company

Vacuum Freeze-Drying

American Freeze-Dry, Inc.
Blackmon-Mooring-Steamatic Catastrophe, Inc.
Document Reprocessors (small)
Lockheed Missile and Space Company (large chamber)
Solx Environmental Systems

Water Alarms

Dorlen Products
Gaylord Bros.
Hydro-Temp, Inc.

Wet-dry Vacuums

Advance Machine Company (industrial)
Associated Vacuum Technology, Inc.
Shop-Vac Corporation
Vac-U-Max (industrial)
see Hardware Stores

Part 2: Vendors and Suppliers

Ace Hardware
875 Alma St.
Palo Alto, CA
PHONE: 650-327-7222
FAX: 650-327-4711
-or-
1668 Industrial Road
San Carlos, CA
PHONE: 650-593-1474
FAX: 650-593-8583

American Freeze-Dry, Inc.
411 White Horse Pike
Audubon, NJ 08106
PHONE: 856-546-0777

Associated Vacuum Technology, Inc.
832 N. Grand Ave.
Covina, CA 91724-2418
PHONE: 800-394-3869
626-967-3869
FAX: 626-967-1861

Bay Microfilm Inc (BMI Imaging Systems)
1115 Arques Ave.
Sunnyvale, CA 94086
PHONE: 408-736-7444
FAX: 408-736-4397

Bayside Equipment Co.
3562 Haven Ave.
Redwood City, CA
PHONE: 650-368-3955
FAX: 650-368-8014

B. I. T. Leasing , Inc.
35 North Amphlett Blvd.
San Mateo, CA 94401
PHONE: 650-344-7192
FAX: 650-344-6047

Blue Ribbon Supply Co.
451 East Jamie Ct.
So. San Francisco, CA 94080
PHONE: 415-873-3500
FAX: 650-588-7061

Blackmon Mooring Steamatic Catastrophe, Inc. (BMS CAT)
303 Arthur St.
Fort Worth, TX 76107
PHONE: 800-433-2940
www.bmscat.com
Thomas Rohloff, Project Manager
Kyle Tomlin (Sacramento contact)

California Janitorial Supply Co.
437 W. San Carlos St
San Jose CA 95110
PHONE: 800-538-4004
FAX: 408-286-3721

Cinema Arts (technichal)
P.O Box 452
Newfoundland, PA 18445
PHONE: 570-676-4145
FAX: 570-676-9194
CELL: 570-430-4206
Contact: John Allen

DataSafe

3160 W. Bayshore Rd.
Palo Alto, CA 94303
PHONE: 800-275-7233
FAX: 650-856-0557

Document Reprocessors, Inc.

1384 Rollins Road
Burlingame, CA 94010
PHONE: 650-401-7711
800-437-9464
FAX: 650-401-8711
-or-
595 Bay Street, Suite 1050
Toronto, Ontario M5G 2C2
Canada
PHONE: 800-537-9464
See notes at end of list.

Dorlen Products

6615 W. Layton Ave.
Milwaukee, WI 53220-4564
PHONE: 800-798-8840
FAX: 414-282-5670

Eastman Kodak Disaster Recovery Service Lab (Microfilm and Imaging Service)

1901 West 22nd St.
Oak Brook, IL 60523-1759
PHONE: 800-352-8378
Contact: Art Bicos

Excalibur [formerly Randomex, Inc.]

Data Recovery Division
101 Billerica Avenue
5 Billerica Park
North Billerica, MA 01862
PHONE: 800-466-0893
978-663-1700

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
PHONE: 800-448-6160
FAX: 800-272-3412

Hengehold Truck Rental

762 San Antonio Road
Palo Alto, CA 94303
PHONE: 650-494-2444
FAX: 650-494-1539

Hewlett-Packard Co.

1501 Page Mill Road
Palo Alto, CA 94304-1126
PHONE: 650-857-1501
FAX: 650-857-5518

Hollinger Corporation

P.O.Box 8360
Fredricksburg, VA 22404
PHONE: 800-634-0491
FAX: 800-947-8814

Honda Generators

1289 W. El Camino Real
Sunnyvale, CA 94087
PHONE: 408-245-7840
650-968-8743
FAX: 650-960-0937

Ideal Restoration

432 No. Canal Street, #16
South San Francisco, CA 94080
PHONE: 650-873-3229
Ken Mercurio

John Allen, Inc.(archive)

13 Broadway
P.O Box 69
Parkridge, NJ 07656
PHONE: 201-391-3299

Library Conservation Lab

Stanford University
682 Escondido Rd.
Stanford, CA 94305-6058
Contact: Maria Grandinette
PHONE: 650-723-0394
FAX: 650-723-0684

Lockheed Missile and Space Company

PHONE: 408-742-3000
408-742-4000 [24 hour emergency]
Contact: Pete Olinger
See notes at end of list.

Mail Boxes Etc.

555 Bryant St.
Palo Alto, CA 94301
PHONE: 650-326-5555
FAX: 650-326-1475

Monaco Labs

234 9th St.
San Francisco, CA 94103
Contact: Jim Moye
PHONE: 415-864-5350
FAX: 415-864-5862

Monarch

195 N. 30th St.
San Jose, CA 95116
PHONE: 408-279-2402
FAX: 408-275-1657

Moore Truck Lines

P.O. Box 8307
Stockton, CA 95208
PHONE: 800-692-3724
FAX: 209-466-0763

Munters Moisture Control Services

79 Monroe St.
Amesbury, MA 01913
Linda Tanzella, Document Specialist
PHONE: 800-686-8377
978-241-1100
http://www.muntersamerica.com

Nilfisk-Advance

14600 21st Ave. N
Plymouth, MN 55447-3408
PHONE: 763-745-3500
FAX: 763-745-3866

Office Max

1501 Broadway
Redwood City, CA 94063
PHONE: 650-599-0286
-or-
Rengstorff Center
1030 N. Rengstorff Ave.
Mountain View, CA 94043
PHONE: 650-254-0102

OSH (Orchard Supply Hardware)

2110 Middlefield Road
Redwood City, CA 94063
PHONE: 650-365-7373
FAX: 415-364-2478
-or-
2555 Charleston Road
Mountain View, CA 94043
PHONE: 650-691-2000
FAX: 415-691-2005

Penske

62 So. Linden Ave.
So. San Francisco, CA 94080
PHONE: 650-873-5443

Port Plastics, Inc.

1047 N. Fair Oaks Ave.
Sunnyvale, CA 94089
PHONE: 408-744-1118
800-800-2478
FAX: 408-744-1134

Post Tool

1168 El Camino Real
San Carlos, CA 94070
PHONE: 650-596-9383
FAX: 650-596-8957

Preservation Resources

Nine S. Commerce Way
Bethlehem, PA 18017-8916
PHONE: 800-773-7222
FAX: 610-758-9700

Randomex

See Excalibur above.

Rental Service Corporation (RSC)

1140 19th Ave.
San Mateo, CA
PHONE: 650-341-9255
-or-
2150 Otoole Ave.
San Jose, CA 95131
PHONE: 408-383-9270
FAX: 408-383-0750

Restoration House, Film Group, Inc.

P.O. Box - 298
Belleville, Ontario K8N 4A2
Canada
PHONE: 613-966-4076
FAX: 613-966-8431

ServiceMaster Recovery Management

860 Ridgelake Blvd., C2-1834
Memphis, TN 38120
PHONE: 800-854-1664
901-684-7610
FAX: 901-684-7588

Shop-Vac Corporation

2323 Reach Rd.
Williamsport, PA 17701
PHONE: 570-326-0502
570-326-3557
FAX: 570-326-7185

Solex Environmental Systems

P.O. Box 550045
Houston, TX 77055
PHONE: 713-963-8600
FAX: 713-461-5877

Talas

568 Broadway
New York, NY 10012
PHONE: 212-219-0770
FAX: 212-219-0735

Tap Plastics, Inc.

312 Castro St.
Mountain View, CA 94041
PHONE: 650-962-8430
FAX: 650-962-0572

Thermo-King of Northern California, Inc.

2161 Adams Ave.
San Leandro, CA 94577
PHONE: 510-562-0651
800-331-0130

U-Haul/Dollar Rent-A-Car

4218 El Camino Real
Palo Alto, CA 94306
PHONE: 650-493-9070

United Cold Storage

233 East Grand Ave.
So. San Francisco, CA 94080-4804
PHONE: 650-589-5645
FAX: 650-589-2351

University Products

P.O. Box 101
Dept. F 201
Holyoke, MA 01041-0101
PHONE: 800-336-4847
413-532-3372
FAX: 800-532-9281
WWW.UNIVERSITYPRODUCTS.COM

Vac-U-Max

37 Rutgers Street
Belleville, NJ 07109
PHONE: 800-822-8629
FAX: 973-759-6449

VidiPax

450 West 31st Street
New York, NY 10001
FAX: 212-563-1994
PHONE: 212-563-1999
www.vidipax.com
email: info@vidipax.com

Viking Freight System, Inc.

3255 Victor St.
Santa Clara, CA 95054
PHONE: 408-988-2111
408-988-4080

NOTES

Vacuum freeze drying/Vacuum Drying/Dessicant Drying Services

Document Reprocessors
55 Sutter St., Suite 120
San Francisco, CA 94104
Contact: Erik Lundquist
FAX: (415) 470-7871

(415) 362-1290
Emergency Phone:
(800) 437-9464

Comments:
Document Reprocessors offers many services, including vacuum freeze drying, vacuum drying (they have a facility in Hayward that can handle 10,000 items at a time), smoke removal, and deodorizing. They do not do fumigation, which Mr. Lundquist said was now not recommended by most conservators. Instead, they use freezing and other means of removing pests. Document Reprocessors does not provide transportation, but Mr. Lundquist said that Ryder and Hertz rent freezer trucks for about $175 per day.

He also said that the best deal for boxes is "banker's boxes," avaliable from Office Max and Office Depot for $1.50 each. For cold storage facilities he suggested Americold in San Francisco (822-1200) or U. S. Cold Storage in Union City.

General Disaster Services

Blackmon Mooring Steamatic Catastrophe, Inc.
1 Summit Ave.
Suite 202
Fort Worth, TX 76102
PHONE: 1-800-433-2940
(817) 926-5296
Contact: Rebecca Cesa
Emergency Phone: (800) 433-2940
FAX: (817) 332-6728

Comments: Blackmon Mooring offers "full service for all disasters." This includes vacuum freeze drying, vacuum drying, removal of smoke, deodorizing, plus more. They will even come to the disaster site, pack the materials, and ship them (for a price, of course). They are far away, but if the materials were shipped in a refrigerated truck, there would be no problem. Blackmon Mooring will also work on site providing freezing and freeze-drying services if more cost effective than shipping to their facility.

Large Vacuum Chamber for Freeze Drying

Lockheed Missiles & Space Co.

Contacts:

Gae Adams, Facilities Manager for Lockheed
Ph: (408) 742-4585

Pete Olinger, Chief Coordinator of Emergency Planning, primary contact for chambers
Ph: (408) 742-300
FAX: (408) 742-2259
E-mail: pete_olinger@lmsc.lockheed.com

Gary, Kwiatkowski, Environmental Safety Program at the Palo Alto Lockheed Site, can answer question about the PA facilities and chamber
Ph: (415) 354-5389

Emergency, Lockheed Dispatch, 24 hr.
Ph: (408) 742-4000
Comment: Will need to mention that we are trying to contact Pete Olinger

Comments: "Star Chamber" is at the Sunnyvale site. For the library to use this facility, the chamber must be empty. This chamber is normally used for the testing of space satellites and the training of astronauts. "Search Chamber" is at the Palo Alto site. This last chamber is about the size of the average car, while the "Star Chamber" is slightly larger. Pete Olinger said that the library would have to arrange for transportation of the materials to the site. Also, Pete is the one whom we must contact to get things prepared for the drying. Note: Lockheed has performed drying of materials twice in the past.

APPENDIX C

Part 3. Supplies and Equipment

Supply kits are located in the following locations in the Hoover Institution: [At least one in each building. The DAT Supplies Coordinator is responsible for restocking after use.]

Supplies List

Aluminum foil
Apron, rubber
Binder's board
Bookends
Boots, rubber
Boxes
Brooms
Bunge cords
Colored self-adhesive dots
Disinfectant
Eraser, Pink Pearl
Flashlights
Gloves, cotton
Gloves, disposable
Gloves, rubber
Grease pencils
Hard hats
Mops and buckets
Nylon monofilament fishing line
Paper, blotting
Paper, ruled
Paper, unprinted newsprint
Paper, waxed
Pen, ball-point
Pen, waterproof marking
Plastic bags
Polyester (3mil or heavier), mylar
Polyethylene sheeting
Rope
Scissors
Soft cloths and/or brushes
Sponges
Steelwool, extra fine
Tape, dispenser
Tape, duct
Tape, filament
Towels, paper
Utility knife
Weights

Equipment List

50-gallon plastic garbage cans
Booktrucks
Camera and film
Data loggers
Dehumidifiers
Dollies
Emergency lights
Extension cords
Fans
First-aid kit
Hair dryers
Hand tools
Handtrucks
Moisture meter (for books)
Pallets and Pallet mover
Portable generators
Shovels
Water hoses and water source
Wet/dry vacuum

Essential Supplies for Emergency Kits

Buckets
Flashlights
Paper, ruled
Pen, ball-point
Pen, waterproof marking
Pencil, grease
Polyethylene sheeting
Scissors
Tape, duct
Towels, paper
Utility knife

D: DEMCO 1991 Catalog
G: Gaylord 1996 Catalog
GA: Gaylord Archival, Winter/Spring 1995 Catalog
O: Orchard Supply Hardware
S: Safeway
T: Target and/or Walmart
U: University Products, Vol. 26, 1994

Item	Source (item #)
aluminum foil, standard	S, T
aluminum foil, heavy duty	S, T
***apron, disposable	
apron, lab	O
apron, heavy-duty work	GA: YAAHD
binder's board	GA:YAABB062
***blotting paper	
bookend	G: 163, G: 169
boots, rubber	O
box, Rescube	U: 108-0001
box, storage	O
brush, dusting	GA: YABR364
cheese cloth see cloth, cheese	
clips, stainless steel	GA: YAA50
clips, plastic	GA: YALP3150
clips, steel-binder	D: P163-3426, D: P163-3427, D: P163-3428
cloth, cheese	O
***cloth, dust	
cord, bungee	O
coveralls, w/ boots & hood	O
crate, plastic	O

distilled water	S, T
dollies	O
dust cloth see cloth, dust	
dust mask see respirator	
dusting brush see brush, dusting	
eraser, pink pearl	G: 4406
fishing line	T
garden hose see hose, garden	
***glass panes	
gloves, cotton	GA: YAA3689A, GA: YAA3690A
gloves, disposable	O
gloves, utility	O
hair dryers	T
hammer, backing	U: 870-940
hose, garden	O
label, dots	T, Staples
label, self-adhesive	T, Staples
ladder, retractable three step	O
***pencil, china marker	T, Staples
polyester, clear	GA: YA40504, GA: YA401004
***pump, portable	
respirator, disposable	U: 681-2DS
scissors, cast steel	O
***screen racks	
shovel, round, long handle	O
shovel, sq, long handle	O
sponges (cellulose)	T
***sponges, dry chemical	
steel wool	O
tape, box sealing	O
tape, package sealing	O
tape, electrical, all-weather	T
***unprinted newsprint	
vacuum cleaner, heavy-duty	GA: YAMCSMDV-2, GA: ...CSDV-51P
vacuum cleaner, light-weight	GA: YAMCSMDV-1, GA: ...CSDVP-26
vacuum cleaner, mini	GA: YAMV19
(need ac adaptor)	GA: YAMV7
weights	U: 898-0050, U: 898-0080, B: 84687001, B: 84688001

APPENDIX D

INSURANCE

Remarks of Bob Beth, Director of Risk Management, at the
Emergency Planning Committee Meeting, January 31, 1996

1) In case of Labor Strike on campus, INVESTIGATE who else would be available to come and fix plumbing in case of a water leak, for instance.

2) Emergency response team: BE SURE TO PUT ON IT PEOPLE who won't want to rush home in case of an earthquake.

3) Have written contacts with vendors for freeze-drying, storage, etc., and spell out
-will they do the packing?
-how much space guaranteed?
-security of space and who will take responsibility for it?
-pay in advance? (when vendors have a lot of clients, contracts go to the highest bidders)

4) Stanford:
insured for 3 billion dollars (Amount lost in the Oakland Hills fire of 1991)
-self-insured for the first million (cf. a deductible)
-premium is 400,000
-average yearly loss is 300,000 (loss of 1 million only every 12 years)
-not insured for earthquakes, as it's more cost effective to spend money on retrofitting buildings. However fire and water damage caused by earthquakes is insured.

When we have a loss of over 1,000 dollars, we should notify Risk Management. Anybody can call his office, and if Bob Beth isn't there , we should go ahead and take any steps necessary to address the damage. They have a good relationship with Hoover and trust the figures we report at a loss. They will pay up to 1 million, and the insurance company picks up the tab beyond that.

We are reimbursed on the basis of a pre-established average amount per manuscript, volume, audio-visual item, etc. But if we feel that lost material had more value than the average amount , we can try to prove our case to Stanford or the outside insurance company. For that, we would need BACKUP DOCUMENTATION, not just the bibliographic description but any paperwork establishing acquisition costs, appraisals, etc. Copies of such files should be undertaken for those valuable collections and for all the artwork.

In case of loss due to plumbing problems, it is of course necessary to fix a broken pipe right away, but don't throw out the old one - keep as evidence! Same with a faulty wire, etc.

Though not required, photos and videos are useful evidence too.

Also think of who could be a witness.

6) Spread valuable collections around (different buildings).
Microfilm as much as possible, and keep master negatives off site.
Make sure that your card catalog has an on-line , off-site backup. TOWER needs to make back-up copies of catalog for the on-line gaps they still have.

7) Make sure that Stanford FIREFIGHTERS are familiar with your buildings, especially since it's going to be very hard for them to access our basement stacks.

APPENDIX E

PREVENTION AND PROTECTION

A number of disaster protection measures and safety systems are in place in the Hoover Library and Archives. These measures include fire detection and suppression devices throughout the buildings, an environmental monitoring program, and routine monitoring of building areas for problems. This section provides an overview of these systems. A completed (June 1996) building checklist designed to identify potential vulnerabilities in the buildings, and a report form that will be used to monitor and record events that pose a threat to collections follow.

All stack areas are equipped with heat and smoke detectors, as well as automatic sprinkler systems.

Environmental monitors are located in all collection storage areas.

Detailed Emergency Evacuation Maps and Procedures are posted at every stairwell and elevator platform in the Hoover buildings. Examples of these may be found in Appendix H.

Building Checklists

The checklists below were designed to identify disaster prevention measures in place and potential hazards in the buildings that may pose a threat to collections. These forms will be completed by Facilities tri-annually, and collected by the Preservation Department.

Report Form

A report form has also been developed by Facilities for each Collection Area. This form will provide a record of any disturbance in the building that may effect Collections.

APPENDIX F

MOLD: RESPONSE AND RECOVERY

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APPENDIX G

MASS DRYING TECHNIQUES FOR WATER DAMAGED MATERIALS

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