



# **SYRACUSE UNIVERSITY LIBRARY DISASTER MANUAL**

## **INTRODUCTION**

The Syracuse University Library Disaster Recovery Plan for library materials outlines procedures for salvaging a wide variety of library materials in the event of a disaster of minor emergency. We have designed this plan to help library staff cope with and recover materials from minor emergencies that typically involve 500 or less items. The majority of these emergencies will be caused by interior flooding due to leaky pipes (or water coming in from other vulnerable areas in library buildings) or from patron mishaps. The resultant wet books and other objects, such as photographs, microfilm, and sound recordings, can usually be dried on location and returned to service with minimal effort. Please note that this document takes effect after the safety and security of library staff and patrons has been secured.

We designed the plan to move the reader first to the immediate actions required and then through the steps involved in recovering material from a minor emergency. We formatted it so that the user can click to the appropriate section without scrolling through the whole document.

We wish to give credit to Betty Walsh, Conservator, Provincial Archives of British Columbia for information borrowed from her Salvage Operations for Water Damaged Collections (reprinted from the Western Association for Art Conservation Newsletter, May 1988, vol. 10, no. 2). <http://cool-palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html>

We are committed to ensuring that the Library's Disaster Response Plan remains dynamic and current. To this end, we will hold regular staff training sessions on basic recovery techniques to provide staff members with a foundation of knowledge that will be invaluable in the event of a disaster. Let us hope we will NEVER need to use this document, but if we do, we can take comfort in the fact that we will be able to respond as a well-prepared library team.

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