DISASTER RECOVERY IN THE LIBRARY
You need to stop the water from pouring down. How do you do it?

a. Call Maintenance and wait. (1 space)

b. Get a ladder and stop the leak MacGyver style. (0 spaces)

c. Switch off the main water valve. (1 space)
DISASTER RECOVERY IN THE LIBRARY
The leak has been stopped. Now you need to clear out as much water as possible from the affected area. Remember, you have wet ranges and a little standing water. What tool(s) do you choose first?

a. Mop and bucket

b. Shop Vac

c. Towels
DISASTER RECOVERY IN THE LIBRARY
You need to develop a triage plan for the books in the affected area. What’s your first step?

a. Load all the books onto book carts and get them out of the area immediately. You will sort them later. (1 space)

b. Sort books by their condition in the affected area, load them onto book carts, and move them to a salvage area. (2 spaces)

c. Put the items in plastic bags and transport them to a salvage area to be sorted. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
The leak has been stopped and the small pools of water have been cleaned up. How do you dry the affected area?

a. Turn up the heat in the building. (0 spaces)
b. Set up fans. (2 spaces)
c. Do nothing. Let the area dry on its own. (1 space)
d. Set up a portable heater. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
The library’s small collection of rare books, housed in the basement, has suffered some water damage. They are not soaked, but partially wet. What’s your first step to save them?

a. Leave them to air dry in the salvage area. (1 space)

b. Bring the books outside and let them dry for an hour at a time. (0 spaces)

c. Put the books in the freezer immediately. (2 spaces)
DISASTER RECOVERY IN THE LIBRARY
Well, there’s no doubt about it. The leak has triggered a sudden mold bloom in some of the books that were in the disaster area. What’s your first step in handling the problem?

a. Spray the books with Lysol. (0 spaces)

b. Isolate the affected books and bring them to a separate area with low humidity for further assessment and treatment. (2 spaces)

c. Immediately start scraping the mold off. (0 spaces)

d. Throw away the moldy books. (1 space)
DISASTER RECOVERY IN THE LIBRARY
You’re a few days out from the leak and you start your secondary assessment. You notice that some of your journals are bloated and the pages are stuck together. What can you do?

a. Try to peel the pages apart and hope they’re salvageable. (0 spaces)

b. Put them aside and get a price quote for conservation. (0 spaces)

c. Nothing. Once clay coated papers get wet and then dry, they cannot be salvaged. (2 spaces)
DISASTER RECOVERY IN THE LIBRARY
During the initial triage, you notice that some of the books affected are only wet on the tops where water dripped on them. What should you do?

a. Put them in the drying area and spread out the pages. (2 spaces)
b. Put them in the drying area and rotate them a new way each day until they dry. (2 spaces)
c. Leave them where they are on the shelf to dry (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
You’ve observed some wild swings in the temperature and humidity in the stacks over the first 48 hours of the disaster. What should you do?

a. Contact building maintenance and have them lower the temperature. (1 space)

b. Try to stop the fluctuations. Add a few fans to circulate the air. (2 spaces)

c. Nothing. It’s normal for things to fluctuate. No big deal. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
You have three books: a leather bound book, a buckram bound book, and a paperback. Which do you salvage first?

a. Leather is worth the most so save that one first. (1 space)

b. Buckram bound - it’s probably an expensive journal. (1 space)

c. Be realistic, which one is the wettest? (2 spaces)
DISASTER RECOVERY IN THE LIBRARY
Oh no! You realize a student worker mishelved a rare book in the main stacks. You find a vellum bound book from the 1500s and it is wet. What do you do?

a. Stick that book in the freezer until you have time to send it to the conservator. (2 spaces)

b. Put it on the shelf with a weight on it to keep it flat. (0 spaces)

c. Put it on the drying shelf and hope for the best. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
The library houses small pamphlets and brochures in acid free envelopes. These items are wet and need to be dried. What is the best thing to do?

a. Keep them in the envelope so they don’t get lost. (0 spaces)

b. Rehouse them right away to let the envelopes absorb the water. (0 spaces)

c. Remove the envelopes and dry each part separately. (2 spaces)
DISASTER RECOVERY IN THE LIBRARY
What are the best environmental conditions to keep mold growth at bay?

a. Low temperature, low humidity, good air circulation. (2 spaces)

b. High temperatures, plenty of fans, don’t worry about the humidity. (0 spaces)

c. Mix of high temperatures and humidity, good air circulation. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
True or False? Freezing leather-bound books is the best treatment option because it stops the paper and leather from bloating.

a. True. Put all your leather-bound books in the freezer. (0 spaces)

b. False. Frozen books still bloat, but it is less so than air drying. (1 space)
DISASTER RECOVERY IN THE LIBRARY
What are the ideal temperature and humidity levels you should maintain to inhibit mold growth?

a. Around 65-70 degrees and 45-50% humidity. (2 spaces)

b. Around 50 degrees and 50% humidity. (0 spaces)

c. Around 60 degrees and 30% humidity. (1 space)
What does dormant mold look like?

a. It is dry and powdery. (1 space)
b. It is soft and fuzzy. (0 spaces)
c. It is bright green and a little shiny. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
How fast can a mold outbreak occur following a water disaster?

a. 48 hours (2 spaces)

b. A week (0 spaces)

c. Depends on the temperature and humidity. (1 space)
DISASTER RECOVERY IN THE LIBRARY
What happens when clay coated papers get wet during a disaster?

a. The clay in the paper gets wet and sticky. (1 space)

b. Nothing. They dry out just fine. (0 spaces)

c. Swelling and distortion of the text block. (1 space)
DISASTER RECOVERY IN THE LIBRARY
True or False? Air drying is a good method for drying damp or slightly wet books and it's very inexpensive.

a. True, try to dry as many books as you can using this method. (1 space)

b. False, it is inexpensive, but it is ultimately ineffective and very labor intensive. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
What are the ideal temperature and humidity levels for air drying books after a water disaster?

a. 70 degrees or less with a humidity level of 50% or less. (2 spaces)

b. 50 degrees or less with a humidity level of 30% or less. (0 spaces)

c. 80 degrees or less with a humidity level of 70% or less. (0 spaces)
Really wet books should be interleaved with absorbent material during the air drying process. What is a good absorbent to use?

a. Unprinted newsprint paper.  (2 spaces)

b. Brown paper towels.  (1 space)

c. Recycled print outs from your copier.  (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
How long can it take for a book to dry completely with steady temperature and humidity levels?

a. About a day or two. (0 spaces)

b. Two to three weeks. (1 space)

c. Up to a month or more. (2 spaces)
DISASTER RECOVERY IN THE LIBRARY
What can you do to speed up air drying?

a. Remove dust jackets & plastic covers to dry separately. (1 space)

b. Space books out on shelves or tables to improve air flow. (1 space)

c. Rotate books in different positions to dry the text block and bindings. (1 space)

d. All of the above (2 spaces)
DISASTER RECOVERY IN THE LIBRARY
There are some books with mold damage. What factors will you use to determine which books will be professionally conserved and which will be discarded?

a. Number of other holdings on OCLC. (1 space)

b. Circulation history. (1 space)

c. Ease of finding a replacement. (1 space)
DISASTER RECOVERY IN THE LIBRARY
You decide that a few of the damaged books MUST be kept. What do you do to ensure that any inactive mold doesn't reactivate?

a. Purchase a temperature and humidity gauge. (1 space)

b. Make a note on the record and vow to check the condition of the book every six months. (1 space)

c. Isolate the damaged books for eternity. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
True or False? Mold spores are everywhere.

a. True, mold spores are everywhere and only need the right environmental conditions to germinate. (1 space)

b. False, mold spores are only present when moisture levels are high. (0 spaces)
DISASTER RECOVERY IN THE LIBRARY
True or False? Fungicides are the recommended treatment method for dealing with mold outbreaks.

a. True. Fungicides can be easily obtained and used by library staff to take care of mold quickly and efficiently. (0 spaces)

b. False. Fungicides are no longer recommended as they pose toxicity risks and have questionable long term benefits for collection materials. (1 space)
DISASTER RECOVERY IN THE LIBRARY
The water is encroaching on staff offices in the basement, most notably that of the Technical Services Librarian who currently has several boxes of new acquisitions and recently donated material on her office floor.

What do you do to protect the offices?

Start the timer and Discuss as a group.

(3 spaces)
DISASTER RECOVERY IN THE LIBRARY
You need to communicate to all library staff that this disaster is happening and it’s all hands on deck.

What method of communication do you use?

Start the timer and Discuss as a group.

(2 spaces)
DISASTER RECOVERY IN THE LIBRARY
The last piece of plastic sheeting has been used. You need more sheeting as well as some extra buckets and gloves.

What do you do?

Start the timer and Discuss as a group.

(1 space)
DISASTER RECOVERY IN THE LIBRARY
The leak has been stopped and you’re in the middle of your damage assessment when the power goes out in the library.

What do you do?

Start the timer and Discuss as a group.

(2 spaces)
DISASTER RECOVERY IN THE LIBRARY
The disaster has occurred while mid-terms are taking place and students still need library services.

What do you do?

Start the timer and Discuss as a group.

(3 spaces)
DISASTER RECOVERY IN THE LIBRARY
A professor and class from the English Department are supposed to arrive this afternoon for a tour and instruction on using the library. However, many of the books that the Reference Librarian, Emmett Brown, was going to use in the class were in the area affected by the leak.

What should the library do?

Start the timer and Discuss as a group.

(2 spaces)
DISASTER RECOVERY IN THE LIBRARY
You need to document the disaster, particularly the books that have been damaged by water.

What do you do first?

Start the timer and Discuss as a group.
DISASTER RECOVERY IN THE LIBRARY
Two staff members involved in the recovery efforts are now reporting that they are experiencing allergic reactions in the current environmental conditions.

What do you do?

Start the timer and Discuss as a group.

(2 spaces)
DISASTER RECOVERY IN THE LIBRARY
Library staff have been working nonstop for hours to clean up the disaster area. Staff are now hungry and tired. Morale is low.

What do you do to motivate everyone?

Start the timer and Discuss as a group.

(2 spaces)
DISASTER RECOVERY IN THE LIBRARY
A student has come to the library to print a paper for class and needs assistance. A staff member involved in the disaster recovery efforts must assist them.

Which staff member do you choose and why?

Start the timer and Discuss as a group.

(1 spaces)
DISASTER RECOVERY IN THE LIBRARY
The library was supposed to host a catered stress-reliever event in its common area for students during mid-terms week.

With the disaster in the basement, what do you do?

Start the timer and Discuss as a group.

(2 spaces)
DISASTER RECOVERY IN THE LIBRARY
News of the library’s disastrous water leak has spread all over town and now the local TV news van has shown up looking for an interview. You can’t decline the interview and must designate one staff member for the job. The Library Director, Roxy Knolls, is not available.

Who do you choose and why?

Start the timer and Discuss as a group.

(2 spaces)
DISASTER RECOVERY IN THE LIBRARY
The disaster has occurred on the same day that the College’s Finance Committee was supposed to meet with several members of the library staff.

What do you do?

Start the timer and Discuss as a group.

(2 spaces)
DISASTER RECOVERY IN THE LIBRARY
WILD CARD
What would you do if the midst of the disaster you discovered a pest infestation in the library?

How would the discovery affect disaster recovery efforts?

Start the timer and Discuss as a group.
WILD CARD
You open the library's disaster plan and realize that it is out of date. Most of the individuals designated for the disaster recovery team in your plan have left the library.

What is your reaction?

Start the timer and Discuss as a group.
Staff are coughing, light headed, and complain of itching hands. You check and see that the cause is active mold.

How do you handle the situation?

Start the timer and Discuss as a group.

(2 spaces)
Intermittent power outages are taking place during disaster recovery efforts. The outages are wreaking havoc on your library's WiFi. You can't rely on your connections.

Does this effect disaster recover efforts in any way?

Start the timer and Discuss as a group.
DISASTER RECOVERY IN THE LIBRARY
The President of Rose County Community College has a donor tour scheduled at the library for tomorrow morning.

Should the library continue with the tour or get it rescheduled?

Start the timer and Discuss as a group.

(3 spaces)