

Chambers Library Collections Preservation Plan

Max Chambers Library
University of Central Oklahoma
Collections Preservation Plan
September, 2010

Based on recommendations from the

Preservation Site Survey Report

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Amigos Library Services, Inc.

Final Report, May 18, 2010

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Max Chambers Library received an Award from the National Endowment for the Humanities in January, 2010 (\$6,000) which paid for a Preservation Site Survey and Report from Amigos Library Services dated May 18, 2010. This Collections Preservation Plan is based on recommendations from the **Preservation Site Survey Report (PSSR)**.

The five major recommendations from the **PSSR Executive Summary** include:

1. Implementing an environmental monitoring program to help stabilize the building environment (primarily temperature and humidity).

The Director of Archives, Government Documents, and Special Collections will utilize 4 data loggers to track this information and will work with Johnson Controls Inc. (our HVAC vendor) to adjust areas as needed.

2. Place fluorescent shields on all fluorescent bulbs in Collection areas.

The Executive Director will work with the Physical Plant personnel to develop a cost and timeline to place fluorescent shields in all Collections areas. Special Collections and Archives have fluorescent shields in their collections.

3. Expanding the storage space for Special Collections, as well as their budget for purchasing archival sound housings.

Storage space for Special Collections has been increased by using space in Technical Services on 2nd floor by adding shelving and a temporary wall to provide security for the materials. **(no of shelving feet here) The Library will submit a grant proposal for purchasing archival quality boxes and other preservation materials.** Some materials are being digitized for preservation and storage off campus.

4. Reconsidering the book repair program to formalize when library binding is appropriate and when in-house repair is appropriate. **(Talk to Carolyn – copy of this document)**

5. Creating a disaster committee and writing and implementing an **Emergency Operations and Library Materials Recovery Plan.**

The Library staff worked with the Coordinator of Emergency Management and Safety Management for the University of Central Oklahoma to develop an **Emergency Operations and Library Materials Recovery Plan** which was completed June 18, 2010 and is in the process of becoming part of the University's Emergency Operations Plans.

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Library Building and Grounds Recommendations

1. Inspect and clean the roof and drains regularly (annually or every 6 months).
2. Weather strip outside and entry way doors as needed.
3. Caulk windows with gaps or pulling.
4. Repair Northeast entrance windows where water leaks.
5. Clean around the outside of the building and keep a 3-6 foot perimeter of gravel or cement around the building.
6. Trim trees and landscaping to prevent them from touching the building
7. Monitor the temperature and humidity using data loggers and work with Johnson Controls, Inc. to balance the HVAC systems as needed.
8. Keep light levels low by using HV filter sleeves designed to provide vertical illumination at 2-5 foot candles in storage areas and 30-60 foot candles in reading areas.
9. Clean around windows and doors and visually inspect for leaks, cracks, and active pest problems.
10. Regularly remove all corrugated boxes, trash, and food as they provide nesting materials and food for pests
11. Keep lights off when the Library is closed
12. Using blinds or UV filtering products on windows facing stack areas
13. Use sticky traps to monitor pest activity and in boxes of donated materials.
14. Use Integrated Pest Management (IPM) instead of chemical sprays.
15. Plants in the library should be removed or moved to non-collection areas.
16. Continue encouraging students to not eat or drink in the library, as much as possible in a college setting.
17. Inspect all incoming materials and discard moldy items.
18. Run HVAC system 24 hours a day – 7 days a week, 365 a year.
19. Increase airflow during times of high humidity using fans.
20. Have a back-up plan for when the HVAC system or electricity goes out.

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Library Collections Recommendations

1. Dust/vacuum collections and shelves in all areas on an annual basis.
2. Periodicals and Government Documents interfile microfilm with standard size materials which is very inefficient use of shelving space.
3. Oversize materials are interfiled with standard size materials in the Circulating Collections which is also inefficient use of shelving space.
4. At the present time, Special Collections is the only area which needs more shelving space.
5. Continue the library's aggressive library binding program for paper backs and damaged books. Consider binding spiral books either before they are sent to the shelves or after a first circulation.
6. Create a book repair policy that defines the repairs that will be done in-house and those that should be sent to the bindery. All materials returned from the bindery should be inspected and problems documented.

Reference

7. Inspect Reference books on a book by book basis annually, performing hinge tightening in the stacks, and pulling books for repair or rebinding.

Periodicals

8. Shelf Periodicals flat, if they cannot be completely supported to prevent permanent deformation.
9. Replace acidic magazine boxes with acid-free boxes
10. Make more extensive use of magazine boxes in the back files periodicals area.
11. If self bound periodicals are found waiting to be shelved, they should be sent to the bindery for appropriate binding, since this indicates use.

Government Documents

12. Increase use of magazine boxes and pamphlet binders to enhance the safe shelving of softbound material.
13. Keep materials off of the top shelves. There is no-top shelving units at Max Chambers Library. Government Documents has the most shelving with items on the top shelves.

Maps and Posters

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14. Unfold all maps to protect from damage, both in use and from the file cabinets.
15. House all maps in map folders to provide support and protection.
16. Remove all improper encapsulation.

Audio-visual

17. Replace acidic paper sleeves for LP records with stable plastic sleeves made out of polyethylene or polypropylene.
18. Ensure that all LP records are standing up straight on the shelves to prevent warping which interferes with playback.
19. Shelf cassettes with the exposed tape down, to facilitate recovery in case of a disaster.
20. Create a policy that all tape media must be returned rewound.

Microforms

21. Monitor acetate microfilm for a vinegar odor. Replace film when odor becomes apparent.
22. Replace all acidic boxes
23. Move the Special Collections Oklahoma Townsite microfilm masters to secure offsite microfilm storage.

Special Collections

24. Increase the supply and equipment budgets to accommodate purchase of more materials to properly house and care for the collections.
25. Invest in new flat files to accommodate the rolled and folded materials from the recent acquisition.
26. Allow Special Collections to keep their archival photo printer when the university/library moves to the new centralized printing process. This printer is crucial for making the good quality prints required for exhibits and the sale of prints.

User Education Program

- Posters, bookmarks, handouts should show how to properly handle, remove, and photocopy materials for library users.
- Staff should receive instruction on proper shelving practices and in selecting materials for repair.
- Exhibits on a quarterly basis on preservation of materials topics.
- Establishment of a Preservation Committee