



Rural Library Service Newsletter



VOL. 8 NO. 2

1988

WHEN DISASTER STRIKES: WILL YOU SINK OR SWIM?

by Karen Burns, SWIRLS consultant, & Ivan Hanthorn, Conservation Specialist
at Iowa State University Library--NEWSLINE July 1988.

Not planning for disaster is disaster waiting to happen. We all hope it will never strike our own libraries but few librarians can escape the experience during the course of a career. How prepared would you be to respond to a disaster, of whatever nature or magnitude? The key to effective response is planning and preparedness, and the short quiz below will test some of your knowledge about disaster response and recovery.

1. Which of the following forms of damage can occur to library materials when there is a fire in the library?

- a) fire
- b) smoke
- c) water
- d) chemical
- e) all of the above

2. True or false: Following a fire in the library, you should immediately send in a team to assess damage and begin reclaiming books and other materials.

3. How much time do you have to respond before mold begins to form on a collection of wet materials?

- a) 2 weeks
- b) 1 week
- c) 5 days
- d) 48 hours

4. What is the best method for stopping deterioration of wet books?

- a) squeezing out excess water, stacking books, & weighting them
- b) setting books out in the sunlight
- c) freezing

5. True or false: Following a disaster, an effort should be made to salvage all materials.

6. Which of the following statements regarding salvage of photographs is/are true?

- a) Black & white photographic materials are more resistant to water damage than color photographs.
- b) Negatives are more stable, so photographic prints should be salvaged first.
- c) Air-drying photographs is preferable to freeze-drying.
- d) Glass plate negatives can be freeze-dried if necessary.

7. Which of the following can result from water absorption by library materials?

- a) books pop off shelves
- b) metal file cabinets and file drawers jam and break open
- c) card catalog drawers break open
- d) metal book shelves bend from swelling books
- e) all of the above

8. True or false: muddy books cannot be salvaged; dispose of them before they cause damage to other materials.

9. Name three non-library agencies with whom you need to coordinate in preparing a disaster plan.

10. When you discover a small fire in the library, what should be your first action?

- a) locate a fire extinguisher & try to put out the fire immediately
- b) evacuate the building
- c) call the fire department
- d) throw water on the blaze

11. Which of the following would be useful in a disaster preparedness kit, and why?

polyethelene sheeting & duct tape
fans and extension cords
milk crates or boxes
newsprint
paper towels
pads of paper and pens
waterproof marking pens
plastic clothes pins
fishline
plastic garbage pails
sponge
wooden pallets

ANSWERS:

1.e) all of the above. In addition to direct losses of library volumes to the fire itself and smoke damage to volumes not affected directly by the fire, there will be the devastating effects of the agents used to extinguish the blaze. The water from fire hoses is in some respects the second phase of the disaster; pressurized water can and will blow books off the shelves and will wet the books which survive the fire. However, some books which remain tightly closed may only be wet around the edges even after the onslaught. Chemical agents in some fire extinguishers can also cause problems for some library materials, possibly requiring a special cleaning.

2. False. Once fire fighters arrive, they essentially have control of the building. Entry to the building will be possible only after the fire department personnel

determine it is safe and inform you of that. Because you need to assess damages rather quickly, involve the fire department in the development of your disaster plan; make them aware of your need for a quick evaluation of damages and why. Reclaiming books and other materials as soon as possible is not an appropriate response. Recovery is a later state of action, not the first. First comes planning prior to the disaster, during which coordination with the fire department should occur.

Response to the disaster, the next stage of action, includes assessing the disaster situation, notifying necessary response personnel, eliminating hazards, establishing control of the environment, surveying the nature and scope of the disaster, selecting and organizing an appropriate salvage strategy, and assembling appropriate materials and personnel for a salvage effort.

Once the initial response has been completed, then proceed with efforts to salvage the damaged library materials, in a planned, orderly fashion. The damage has already been done; don't compound it by unplanned response action.

3.d) 48 hours. Within approximately 48 hours mold can begin to flourish on damp materials, particularly at higher temperatures. As more time elapses, the problem will worsen and progress to the point where salvage of wet books becomes a moot possibility, mold having finished the destruction begun by other forces.

Take whatever measures possible to cool and dry the water-damaged area, including opening windows in cold to moderate weather and/or turning on fans and dehumidifiers. Do not turn up the heat in the mistaken assumption that this will help dry the area; it will only increase the relative humidity.

These are measures to suppress mold growth. The most direct and effective measure is to salvage the wet library material within 48 hours, before mold can become a noticeable problem.

4.c) freezing. Freezing wet books arrests deterioration processes, thereby literally buying you time. Mold will not grow and books cease to swell. Once the wet books are safely in a freezer, then you can calmly and deliberately determine the next steps in the recovery operation. If books are left long enough in a freezer (below 0 F), a freeze-drying effect does begin to occur; however, your choices essentially are (1) to remove the frozen materials in reasonable quantities and thaw and then air dry; or (2) contract for freeze-drying treatment.

Freeze-drying really refers to two different processes: thermal vacuum-drying and vacuum freeze-drying. In thermal vacuum-drying, a vacuum is drawn on the chamber, heat is introduced, and materials are dried above 32 F. Therefore, the materials become wet again before drying. Distortion of books, adhesion of coated papers, and necessary rebinding are often results of the process, but it's easier than air-drying large numbers of volumes and can be more cost effective.

In vacuum freeze-drying, books are dried in a vacuum while frozen, through a sublimation process; the volumes do not become wet again. Much less distortion occurs than in any other drying process; consequently, rebinding is often unnecessary. Although fees are high, vacuum freeze-drying may still be cost effective when accounting for total replacement (costs), labor costs and space needs for less efficient drying methods.

5. Neither answer is correct. Whether or not you attempt to salvage all damaged materials will

depend on your priorities listed in your disaster plan and on the scope of the disaster.

A necessary part of the planning process is establishing salvage priorities. This priority decision will determine not only the order in which materials are salvaged but whether they are salvaged at all. The priority list must include reference to bibliographic records as well as library materials themselves and, with regard to the collections, should take into account cost of the materials, value to the library, availability, and labor involved in acquiring the processing replacements.

Generally speaking, all of the materials in the library will fall into three categories, which can guide your salvage efforts: (1) irreplaceable materials; (2) replaceable materials, which could be acquired in some format, not necessarily print, and which could involve considerable replacement time and expense; and (3) materials which might not need to be salvaged or replaced, such as superseded editions and older treatments of subjects of no historical value to the collections.

In a small disaster involving only a limited amount of library material, item-by-item review may be possible. Usually there is not sufficient time. All affected library materials can be frozen, and the review for recovery or discard then conducted at a more reasonable pace, utilizing records compiled during the boxing-for-freezing process: the "pack out."

In the case of an extensive disaster, the pre-planned priority list will have to guide boxing for freezing, in case some materials cannot be dealt with in a timely manner.

6.a),b)and c). Answer d) is false. Negative glass plates are particularly sensitive to damage.

None will survive freeze-drying. Their best treatment is protective housing to prevent water damage. With all photographic materials, freeze-drying presents problems. Air-drying is preferred; if not possible, then utilize a freeze-thaw-air dry recovery strategy.

7.e) all of the above. Paper can swell up to 50% when thoroughly wet. The resultant swelling can do tremendous damage to the bindings of books and to the shelving, files, boxes, and other housing devices used for books and paper.

8. False. One of the virtues of vacuum freeze-drying is that mud (and mold) flakes off the surface of books quite readily, making clean-up easy. Extremely muddy books can be successfully washed prior to freezing, utilizing plastic garbage cans, sponges, and running water, provided that the volume is kept tightly closed in this cleaning process. Consult Peter Waters' Procedures for Salvage of Water-Damaged Library Materials for a description of the washing procedure.

9. Agencies you should have contacted in pre-disaster planning include the fire department, your insurance agency, and a locker or other freezer facility.

Others you should also contact or coordinate with in your planning include: a transport company, a source of milk crates or boxes, a source of wooden pallets, and a freeze-drying service.

10. c) call the fire department. If it is a tiny blaze, such as one in a waste basket, your first reaction may be to locate a fire extinguisher and put out the fire. Even then, call the fire department. Fire extinguishers are extremely useful, but generally you should first call the fire department and begin evacuation of the building or request someone to do those things while you get the extinguisher and

proceed to use it. If you are going to employ a fire extinguisher, be sure it is the correct type for the kind of fire discovered. Be sure to remain aware of just exactly where the nearest door is located and never fight a fire alone. If you feel the extinguisher is not suppressing the fire or that you are in danger, leave the area immediately and await the arrival of trained, professional fire fighters. Stand by to tell them where the fire is located.

11. All of the above. A kit of supplies already on hand allows a quick, decisive response to a disaster which may keep it an incident rather than a true disaster.

With regard to the above named materials, the poly sheeting can be used to shield volumes and equipment from dripping water and to cover tables which may be used for air-drying wet books; duct tape is always useful for securing the sheeting. Fans help to dry out the water-affected area. Milk crates are wonderful containers for wet books; a few on hand or readily accessible facilitate water disaster response.

Newsprint and paper towels can be used for interleaving if air-drying is to be carried out. Paper and pens are necessary for documentation, and marking pens are needed for labeling boxes and crates of wet books.

Fishline and clothes pins can be useful for hanging photos and file documents to air-dry. Garbage pails and sponges can be used for washing sludge-covered books. Pallets will be useful for moving large numbers of boxed wet books.

The above list of supplies is not a complete disaster list. The list should be tailored to the needs and resources of your institution and the nature of your disaster plan.

THE INFORMATION EXCHANGE: ECONOMIC DEVELOPMENT TOOLS FOR LIBRARIES & DEVELOPERS

BASIC BUSINESS RESOURCES

The basic business reference works available in most libraries are also essential resource tools for meeting the information needs of economic development professionals. These include, but are not limited to, Standard and Poor's Reports, U.S. Census Reports of all types, Business Index, Moody's, manuals, Value Line, Wall Street Journal, County and City Data Book, and Standard Industrial Classification Manual.

PERIODICALS

NATIONAL COMMUNITY REPORTER, National Association of Towns and Townships, 1522 K Street NW, Washington, D.C. 20005. (\$25/year). A monthly newsletter of current information with announcements of new publications useful to small governments.

NRARD - NATIONAL RESOURCES AND RURAL DEVELOPMENT. Extension Service Update Economic Development. U.S. Dept. of Agriculture. Order from Beth Hondale, USDA-ES-NRRD, 3805 S. Building, Washington, D.C. 20250. (Free). Quarterly newsletter of new ideas in rural development.

RURAL DEVELOPMENT NEWS, North Central Regional Center for Rural Development, 578 Heady Hall, Iowa State University, Ames, IA 50011. A free monthly newsletter about rural issues. The Center has published a free, 85 page "Community Economic Analysis: A How-To Manual."

RURAL DEVELOPMENT PERSPECTIVES, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (3 times a year, \$10). Eclectic mix of useful information, ideas and issues.

RURAL ENTERPRISE. Rural Enterprise, P.O. Box 878, Menomonee Falls, WI 53051.

(Quarterly, yearly/\$8.95). Colorful business magazine covering rural economic development, farmer's market operations, and rural home-based businesses.

SMALL TOWN, Small Towns Institute, P.O. Box 517, Ellensburg, WA 98926. (Semi-monthly, \$35.). New ideas and resources for small communities.

BOOKS, PAMPHLETS, AND PUBLISHERS

PLANNERS BOOKSTORE CATALOG: American Planning Association, 1313 East 60th Street, Chicago, IL 60537. (Free 60 page catalog). Includes such essential titles as *Downtown Improvement Manual* and *The Small Town Planning Handbook*.

PLANTING IDEAS; CULTIVATING OPPORTUNITY; HARVESTING PROSPERITY: A guide for rural economic development by Jan Johnson. Communicating for Agriculture, Inc., P.O. Box 677, Fergus Falls, MN 55537 (1988, \$8.95). A basic introduction to economic development in 85 pages.

RESOURCE MANUALS FOR SMALL TOWN OFFICIALS: By the USDA Extension and the Rural Governments Coalition. National Association of Towns and Townships, 1522 K Street NW, Washington, D.C. 20005. Eight resource manuals, (\$5. each) for small town governments. Includes *Rural Economic Development*, *Financing Rural Development*, *Financing Rural Development*, and *Sharing Local Costs*.

RURAL ECONOMIC DEVELOPMENT SOURCE BOOK: Selected Training and Technical Assistance Materials by Margaret Thomas. Midwest Research Institute, 425 Volker Blvd., Kansas, MO 64110. (1987, \$15). The best single catalog of rural economic development resources.

RURAL RESOURCES GUIDE: A Directory of Public and Private Assistance for Communities by the Office of Rural Development Policy, U.S. Dept. of Agriculture. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (1985, \$12.). Sources of assistance for communities and developers.

SBA PUBLICATIONS: The Small Business Development Administration has two lists of its materials which are good but aging. Business Development Booklets from \$2.50 to \$6.00. List SBA 115B from Superintendent of Documents, U.S. Printing Office, Washington, D.C. 20402. Business Development Pamphlets from .50 to \$1., List SBA-115A from SBA, P.O. Box 15434, Fort Worth, TX 76119.

TOURISM USA: GUIDELINES FOR TOURISM DEVELOPMENT by the University of Missouri-Columbia. Order from: Tourism USA, U.S. Travel and Tourism Administration, U.S. Dept. of Commerce, Washington, D.C. 20230. (\$3. payable to DOC/USTTA/Tourism USA). Detailed 227 page cookbook covering all aspects of local tourism development.

WESTERN RURAL DEVELOPMENT CENTER: Oregon State University, Corvallis, OR 97331. Free publications list of low cost development pamphlets.

INFORMATION BACKSTOPS

RURAL INFORMATION CENTER. National Agricultural Library, U.S. Dept. of Agriculture, Beltsville, MD 20705. 301-344-2547. A joint Extension Service and National Agricultural Library venture designed to provide informational and referral services to local government officials involved in rural development programs. Accessed through county & state extension offices & libraries.

ATTRA: Appropriate Technology Transfer For Rural Areas, Agricenter International, 7777 Walnut Grove Road, Memphis, TN 38119. 800-346-

9140. A National Extension Service information center answering questions on topics such as community development, developing home businesses, and alternative agriculture. Call toll free or write direct.

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RURAL READINGS AND RESOURCES

RURAL RESOURCES WATCH

A coalition of persons committed to providing timely and objective information about rural issues has formed. Included are community groups, farm organizations, local officials, community development organizations, business associations, the religious community, foundations, corporations, and policy analysts. In particular, the group monitors initiatives generated by the Greater Minnesota Corporation, The Rural Development Board, the Regional Advisory Council, and the Public Facilities Authority (Dept. of Trade and Economic Development). Their newsletter, Rural Resources Watch, published up to 24 times a year, is currently available upon request from the Minnesota Project, 2222 Elm Street, S.E., Minneapolis, MN 55414.

SAMMIE MAR/APR '88

ALONE IN AUSTRALIA. Libraries Alone publishes the proceedings of the Rural and Isolated Librarians Conference held in Wagga Wagga, New South Wales, Australia. The 1987 conference drew participants from every state and territory in Australia, as well as from New Zealand.

The 24 papers, emphasizing practical problem-solving, are grouped in four sections: "Education for Rural Librarianship," "Networking," "Political and Financial Management," and "Services." The 153-page paperback also includes reports on conference workshops and recommendations passed at the conference. \$25 U.S. (\$30 for overseas airmail) from Libraries Alone, POB 45, Turvey Park Post Office, Wagga Wagga, NSW 2650, Australia (0-7316-1776-2).

AMERICAN LIBRARIES, APRIL 1988

Public Libraries Summer 1988 issue is devoted to the Small Public Library in the USA. Current Editor

Lisa DeGruyter of the Texas State Library has compiled 6 reports on rural topics such as Small Public Libraries in Mississippi, "The Role of Non-Professionals in Small Public Libraries," & "Training the Non-Degreed Library Worker."

Illinois Libraries, January 1988 includes an article by Children's Librarian Sandy Henry. Her article, "Tips to the Success of a Rural Children's Public Library," lists some of her best ideas that have helped increase children's circulation by a third in only seven years. One of her summer traditions for preschoolers to 4th graders is "Hairy Harry." Children draw a face on a styrofoam cup, put potting soil or dirt in cup, and plant a handful of grass seed. As Harry's hair grows, take scissors and give Harry a haircut.

NEW VIDEOTAPE ON NAL AVAILABLE

The National Agricultural Library has released a new videotape describing the Library, its collections, and services. The 16 mm videotape is entitled "The National Agricultural Library--For Your Information."

To borrow a copy, please provide the following information:

- . Complete name and mailing address
- . Intended audience & institutional affiliation, if applicable.
- . Length of time needed.
- . Format required.

and contact:

NAL Videotape, Lending Branch
National Agricultural Library
10301 Baltimore Boulevard
Beltsville, MD 20705

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NEW CENTER PUBLICATIONS

Two major publications are now available from the Center's Small

Farm Resources Project (SFRP). They are:

Resourceful Farming: A Primer for Family Farmers includes fact sheets on sustainable farming practices and concepts. The primer is introduced by a discussion of the thinking behind SFRP's work; describes the farm management philosophy of the SFRP cooperating farm families, and includes a 3-farm mini-case study of the collective economic impact of practices tried by each of the farms. Also included are two position papers on "Appropriate On-Farm Research." The fact sheets and position papers are also available as individual pieces. Cost is \$7.00 and \$1.50 for shipping and handling.

The Resource Audit and Planning Guide for Integrated Farm Management (RAP GUIDE) was developed by SFRP staff and cooperators in an attempt to come up with farm management tools for diversified farms. The RAP GUIDE shows that all farm resources are interrelated and management decisions should reflect this complexity. Cost is \$5.00 and \$1.50 for shipping and handling. If both publications are ordered there is only one charge for shipping and handling.

For more information about the above publications, contact the Small Farm Resources Project, P.O. Box 736, Hartington, NE 68739. (402) 254-6893.

RURAL AFFAIRS Oct. 1987

ETC...

"Farm Population Pops"

The nation's farm population dipped last year to its lowest level since before the Civil War, the U.S. Census Bureau reported Tuesday.

The estimated 240,000 Americans who left the land last year brought the nation's farm population to 4.986 million, the first time it has been below 5 million since 1850. Then, an estimated 4.9 million Americans were farmers, but they accounted for nearly two-thirds of the total population. Now, just one in every 49 Americans lives on a farm.

DES MOINES REGISTER, July 1988

HELP Sought For New Newsletter

Our National Steering Committee has urged the Rural Clearinghouse to begin publishing a newsletter to share the information we've collected over the past five years as well as to offer a forum concerning issues of rural adult education. Thus we are announcing plans to launch the Rural Adult Education FORUM in October. The

FORUM will be published six times annually. In addition to feature articles and guest columns, the newsletter will include a number of regular columns on publications and resources, news briefs, policy issues, updates on educational associations, and funding perspectives. Future themes to be covered are:

- Oct. 88 Becoming Part of the Solution: Education & Rural Economic Development
- Dec. 88 Rural Providers: Focus on Colleges & Universities
- Feb. 89 Retooling the Rural Workforce: Literacy & Adult Basic Education
- Apr. 89 Rural Providers: Focus on Community Based organizations
- June 89 Telecommunications: Reaching Out to Rural Populations
- Aug. 89 Rural Providers: Focus on Community Colleges

Please help us organize work on future issues by returning this form:

I am interested in/willing to:
(CHECK APPROPRIATE SPACES)

Be a guest columnist. Is there a specific article you would like to write for the newsletter? Please identify topic.

Review a book/monograph/media presentation.

Write a feature article (topics described above). Topic

Be one of six regional editors. We would like to have editors from specific regions (Northeast, South, Appalachia, Midwest, Northwest & Southwest) who would serve as a regional editor & channel information to our offices. If you aren't interested, could you suggest names and telephone numbers of others who might be willing to help out?

Please return this form to:

Gwen Bailey
Rural Clearinghouse for Education
and Development
306 Umberger
Manhattan, KS 66506
(913) 532-5560

Bookmobile Guidelines Adopted at
Fourth National Bookmobile
Conference

National Guidelines for Bookmobile Service were adopted by the 150 librarians attending the State Library of Ohio's Fourth National Bookmobile Conference in Columbus, Ohio.

"After being drafted at the 1987 Conference, the Guidelines underwent extensive testing and rewriting during 1987 and 1988. The purpose of the Guidelines is not to replace local initiatives, but rather to

serve as a guide once a library decides to begin or continue bookmobile service," said Richard M. Cheski, State Librarian for Ohio.

The Guidelines cover such topics as: vehicle specifications, management of bookmobile programs, staffing, scheduling, marketing and collection development. Nationally known speakers gave presentations on these topics and Conference participants joined in on the discussion of Guidelines. The Guidelines will be available for \$4.00 on a prepaid basis beginning in November 1988.



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