WATER EMERGENCY DEMONSTRATION

Presented by the Collection Management Group of the Rutgers University Libraries

This presentation contains audio information, please turn on your speakers.
Introduction

- The Collection Management Group is responsible for the physical management of the Rutgers University Library’s collections.

- This presentation is based upon recommendations of preservation techniques found in current literature and the collective experience of the Collection Management Group in dealing with Water Emergencies.
What constitutes a water emergency?

- Any event where water can damage your collections, materials or equipment.
What constitutes a water emergency?

-Leaks in the roof
-Cracked pipes
What constitutes a water emergency?

- Floods
What constitutes a water emergency?

- REMEMBER: YOUR PERSONAL SAFETY COMES FIRST!
Hazardous materials

- If you suspect that flood water may contain hazardous materials such as poison, mold or toxins at a flood site do not attempt to recover materials.
How to spot a small water emergency.

- Check for damp, discolored, dripping or bulging ceiling tiles.

- Look for puddles on the floor, especially near restrooms and water fountains.
Preparation: Before the leak.

- Know where the *water emergency supplies* are located and how to access them.
Emergency Kit contents

- Heavy Duty Plastic Sheeting
- Stick- to poke holes and knock down tiles
- Fans
- Tape: Caution, duct, packing
- Tape gun
- Scissors/Utility knife
- Twine or rope
- Paper towels
- Mop/Bucket
- Garbage cans/buckets
- Extension cords/Surge Protectors/Adapters
- Flashlights
- Plastic gloves
Water Emergency Procedures

- You can **NOT** stop a water emergency by yourself.
- Contact a supervisor **immediately**!
- You should then take steps to protect the collection!
Water Emergency Procedures

- **DO NOT WAIT FOR RUTGERS FACILITIES.**
- It will be up to **YOU** to protect the collection!
Water Emergency Procedures

- Protecting the collection is everyone’s top priority!
Water Emergency Procedures

- Step 1: Covering with Plastic
- Step 2: Remove wet books
- Step 3: Close off the area
- Step 4: Remove wet ceiling tiles
- Step 5: Triage the Collection
Step 1: Covering with Plastic

- Pre cut plastic drapes ahead of time to fit aisles or sections.
- Cover the stacks with pre-cut plastic sheets if water is dripping on books.
Step 1: Covering with Plastic

- First unfold the sheet vertically so that it stretches out but is not unfolded horizontally.
Step 1: Covering with Plastic

- Toss one end of the plastic sheet over the stacks. A second person should be on the other side to catch the other end.
Step 1: Covering with Plastic

- Unfold the plastic horizontally across the stacks, covering the area where water is dripping on to the books.
Step 1: Covering with Plastic

- After the plastic is in place, channels must be formed
Step 1: Covering with Plastic

- Be creative!
Step 1: Covering with Plastic

- Be sure to cover the entire stack!
Step 2: Remove Wet Books

- Remove wet or damp books from the shelves.
- Transport to another location for evaluation.
Step 3: Close Off Area

- Use caution tape to close off the area.
- Keep patrons safe!
Step 4: Remove Wet Ceiling Tiles

- Remove any wet or discolored ceiling tiles
Step 4: Remove Wet Ceiling Tiles

- Stand at a angle- away from the tile. Take a broom stick or pole and gently break the ceiling tile up into smaller pieces.
- Use the stick to control where the tile falls. **DO NOT STAND DIRECTLY UNDER THE TILE.**
- Have a bucket on hand to catch any stream of water flow from the broken tile.
- Custodial staff can be of assistance
Step 5: Triage the Collection

- Is the area now secure?

- If no other books are in danger, it is time to turn your attention to the wet books.
Step 5: Triage the Collection

- In medical terms, to triage is to separate patients by the severity of their injuries. A similar process is used to separate damaged library materials.
- A selected Collection Management staff member or supervisor will be in charge of triaging the materials.
Step 5: Triage the Collection

- What types of materials are there in the Rutgers Libraries?
  - Books and other printed materials
  - CD’s
  - DVD’s
  - Photographs
  - VHS tapes
  - Microfilms & Microfiche
  - And more!

- Each material is handled differently
Step 5: Triage - Books

- Separate wet from damp books
  - Wet books are books that are saturated. These books will need special treatment.
  - Damp books are only slightly wet, or only have water on the covers.
Step 5: Triage – Wet Books

- Insert one paper towel every 20-40 pages depending on the thickness of the pages.
Step 5: Triage – Wet Books

- Leave in front of a fan to assist drying

- Change the paper towels once every hour

- A preservation specialist will decide if items should be sent to a professional company for freeze drying.
Step 5: Triage – Damp Books

- Stand damp books on end, dampest end on top.
- Fan the books open in front of a fan.
Step 5: Triage – Mold Concerns

- If you find mold on a book, stop drying it immediately!
- Record the barcode, call number and title of the book and then seal it in plastic wrap.
Step 5: Triage – Mold Concerns

- DO NOT dry books on space heaters or heating vents.
- DO NOT raise the temperature in your building or in the room the books are in.
Step 5: Triage - Microfiche

- Microfiche is more resistant to water than paper.
- Microprint are printed on a card stock or heavy paper material.
- You must lay the fiche flat on a paper towel. If you stack microfiche, they will stick together!
Step 5: Triage - Photographs

- Handled with extreme care!

- Contact a preservation specialist immediately!

- Lay photographs out on paper towels (face up) and let them air dry. DO NOT STACK PHOTOGRAPHS!
When the water stops

- Remove plastic sheets no later than 72 hours after the leak to prevent humidity from building under the plastic.

- Remove containers of water and dispose of them in an appropriate place.

- Put supplies back into kit and reorder as necessary.
Helpful hints

- Know where the emergency kit is ahead of time, and how to access it.
- Know where the outlets are for each area and if they are operational.
- Know where empty book trucks are located.
- Know who to call to report a leak (or leaks!)
THE END

- Thank you for viewing this water emergency presentation.

- If you have additional questions please contact a Collection Management staff member or your local Access Services supervisor.
Resources

• Useful links:
  • RUL Mold Tutorial
  • RUL Insect and Pest Directory
  • Northeastern Document Preservation Center

For further collection management related information please visit the Access Services page on the RUL website.
http://www.libraries.rutgers.edu/rul/staff/access_serv/access_serv.shtml

For more information regarding disaster planning, please see your collection management coordinator about their copy of the “Field Guide to Emergency Response” handbook and DVD produced by Heritage Preservation.