

DISASTER PLAN

Introduction and Emergency Funding Information

This disaster plan addresses responses to emergencies that may affect the library collection and building. The emergencies covered in this plan include, water damage, fire, structural damage, wind damage and any other emergency that would affect the library functioning within the building.

Staff should only return to the site when it is deemed safe to do so. Upon return, the building must be examined for any immediate threats. Once it is declared safe to enter, staff should then begin assessing damage to the collections.

In the event of a disaster to the building or collection contact:

Marshal & Sterling Insurance

Policy Type - Package

Policy Number: *****

(845) 226-3083

518-943-3900

300 Route 23B

Leeds, NY 12351

Mid-Hudson Library System

(845) 471-6060

Ulster County Emergency Management office

238 Golden Hill Lane, Kingston, NY 12401

Phone: (845) 331-7000 24-Hour: (845) 338-1440

The New York State Archives

RAO Representative: Dennis Riley

Regional Advisory Officer

Hudson Valley – Catskill Region

New York State Archives

Cultural Education Center

Room 9A34

Albany, NY 12230

Phone: (518) 474-6928

Northeast Document Conservation Center

<https://www.nedcc.org/free-resources/disaster-assistance/>

Disaster Recovery Grants

When you experience a disaster, it is critical that you contact your State Archives Regional Advisory Officer (RAO) immediately for assistance or email arch_sos@nysed.gov. The RAOs and other State Archives staff are trained to offer technical advice on how to mitigate the effects of a disaster on your records. They can also determine whether you are eligible for disaster recovery funding and assist with identifying appropriate grant project activities.

Disaster Recovery grants are available to all local governments in New York State, except New York City municipal agencies. There is no set annual deadline for disaster recovery grants; you may submit an application whenever a disaster occurs. However, you must expend or encumber all funds by June 30.

For the purposes of disaster recovery projects, a disaster is defined as: Damage caused by a sudden, unexpected event involving fire, water, man-made or natural phenomena where a timely response is necessary to prevent the irretrievable loss of vital or archival records, or to ensure reasonable, timely access to vital records. The maximum amount for a disaster recovery grant is \$20,000.

The complete Disaster Guidelines provide further information on the LGRMIF grant program, preparing the application, administering the project, and reporting requirements. They also provide instructions for RAOs in conducting the site visit; contact your RAO for a copy of the complete guidelines.

Off site library

Command Center

Contact Mayor of the Town of Saugerties:

43 Partition St, Saugerties, NY 12477
(845) 246-2321

During a disaster, a command center will be needed to serve as a base of operations for the Disaster Response Team. It is essential to have one central location through which all recovery activities are coordinated. All communications and decisions should be made through the command center.

Location: Saugerties Town Hall or Kiwanis Ice Arena

It would be best to have a large open space to not only stack circulating books, but perform triage on damaged materials and determine which items are past repair.

Depending on the season (heat and humidity) there are different techniques for handling wet paper materials. It is best to freeze wet paper, brush off the frozen water and slowly rehabilitate. This also keeps mold from growing, which is the true problem. In summer, if the paper cannot be put in a freezer, string clothes lines and clip paper to let it dry with air movement (fans). Otherwise, open books as much as possible to let air flow through the pages.

Functionality: If there are no library computers available that have Sierra on them, use the Sierra Web Client: <https://midhudsonlibraries.org:63100/sierra/sierraweb/>.

Financials:

Accountant: WZ Accountants:

Because they are offsite and use QuickBooks Online, our financial records would still be available as well as payroll. There wouldn't be a break in bill paying or getting financial reports from them.

Communications:

We would need cell or VOIP phone service to take patron calls.

Library Building Disaster Team Responsibilities

Disaster Team Leader: Library Director**Back Up #1: Assistant Director****Back Up #2: President of the Board**

Activates the disaster plan; coordinates all recovery activities; consults with and supervises all members of the disaster team; establishes and coordinates an internal communications network; decides on overall recovery/rehabilitation strategies; authorizes expenditures. Devising opening and closing procedures
Identifying a potential command center and/or alternative storage or drying space.

Administrator: Assistant Director**Back up #1: Board Treasurer****Back Up #2: Librarian 1**

Tracks personnel working on recovery; maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members; trains staff and workers in recovery and handling methods.

Insurance**Board Treasurer & Library Director**

Collecting insurance and accounting information; deals with insurance company.

Assessment of Collection**Library Director and Assistant Director**

Assesses damage to the collections under his/her jurisdiction; decides what will be discarded and what will be salvaged; assigns salvage priorities among collections. See **Vital Records and Collection Salvage** document.

Assessment of Facilities**Chair of Facilities Committee & Library Director****Back up #1: Maintenance staff member, Facilities committee members & Board of Trustees**

Assesses damage to the building and systems; decides on recovery/rehabilitation strategies for the building; coordinates with administrator for external services/supplies/equipment related to building recovery. Maintains security of collections, building, and property during response and recovery; oversees response to medical emergencies.

Coordinator of Daily Recovery

Assistant Director

Back up #1: Librarian 1

Back up #2: Children's Programmer

Coordinates the day-to-day recovery work of library staff and volunteers to maintain an effective workflow; arranges for food, drink, and rest for staff, volunteers, and other workers.

Technology Coordinator

Librarian 1, Library Assistant & MHLS tech support

Assesses damage to technology systems, such as hardware, software, telecommunications; decides on recovery/rehabilitation strategies; sets priorities for recovery; coordinates with administrator for external services/supplies/equipment related to technology.

Internet & Phone service provider: Archtop Fiber
300 Enterprise Drive
Kingston, NY 12401

(855) 272-4867

Web site host: Wix.com

Login: *****

PW:*****

Staff: Librarian 1

Regional online catalog/network: MHLS

In-house staff member who is familiar with account details and passwords: Assistant Director

Public Relations

Board President

Back up #1: Vice President

Back up #2: Board Secretary

Coordinates all publicity and public relations, including communication with the media and the public.

Records Keeper

Library Assistant

Back up #1: Board Secretary

Maintains a list of the priorities for recovery; keeps a written record of all decisions; maintains a written and photographic record of all damaged materials for insurance and other purposes; tracks collections as they are moved during salvage and treatment.

Sprinkler System

SRI 845-689-3800 or after 3:30 pm 518-273-7337

Phone System

Billy Curtis *****

Facilities Equipment & Supplies	Location(s)
Main electrical cut-off switch	Community Room. Right wall past emergency exit.
Main water shut-off valve	Community Room. Left toward kitchen. Door on left
Sprinkler system control panel	Community Room. Left towards kitchen. Door on left
Heating/cooling system control panel	Attic. Use staff door staircase. 3 rd floor
Key box	Second floor. Circulation Room. Processing room. On wall to left.
Fire Extinguishers	Various locations. SEE MAP
AED station	Second floor. Alcove before Info room on brick wall.

Vital Records and Collection Salvage

What Is A Vital Record?

Vital records are fundamental to an organization's ability to function.

Certain vital records contain information critical to the continued operation or survival of an organization during or immediately following a crisis. Such records are necessary to continue operations without delay under abnormal conditions. They contain information necessary to recreate an organization's legal and financial status.

From Iron Mountain: <https://www.ironmountain.com/resources/whitepapers/i/important-versus-vital-records-the-magic-5-you-cant-live-without>

Administrative Records in order of importance in salvage

1. The Library Charter
2. Administrative passwords, esp. banking & dropbox
3. Board Meeting Minutes & Election Results
4. Personnel Files
5. Building Records / Drawings / Descriptions of Systems
6. Policy Manuals
7. Contracts / Leases

Collections

1. LOCAL HISTORY ROOM
 - a. Ask what is irreplaceable
2. VARIOUS ROOMS
 - a. Art Works: paintings / works on paper
 - i. Children's room – author signed drawings
3. CHILDREN'S ROOM
 - a. Children's Picture Books
 - b. J-Fiction
 - c. J - Non-Fiction
 - d. DVD's
 - e. Video games
 - f. Books on CD
 - g. Music on CD
 - h. Computers / tablets
4. INFO ROOM
 - a. Adult Non-Fiction
 - b. Adult Fiction
 - c. Computers
5. CARNEGIE ROOM
 - a. Network Server
 - b. Large Print

- c. Oversize Books
- d. Books on CD
- e. DVD's
- f. Music on CD
- g. Computers

There may be very little time to save collections in an emergency. You will not want to waste valuable time deciding (or arguing about) what to save.

Begin by setting priorities within departments or sections of the collection. These will be useful in an emergency that affects only a part of the building or collection.

For freezing materials, Bard has a small freezer that they would be willing to let us use.

BARD CONTACT

Helene Tieger (she, her, hers)
College Archivist
Bard College, Stevenson Library
1 Library Rd.
Annandale-on-Hudson, NY 12504
(845) 758-7396

www.bard.edu/archives

Library Collections including Local History Room

Archival materials (also on hard drives)

Art on paper

Audio recordings, compact discs

Books, rare

Books, general collection

Books on CD

Music on CD

DVDs

Maps and plans

Microfilm

Newspapers

Objects (furniture, sculpture, etc.) Library of things

Paintings

Photographs, cased (color, black & white, daguerreotypes, tintypes, etc.) In Director's office

Posters

Scrapbooks

Serials (magazines)

Shed

- Lawnmower
- Gardening tools
- Friends of the library books and festival signs / tables/ chairs

DISASTER KITS

Every institution should keep at least a basic supply and equipment kit on hand to be used in an emergency. The kit should be stored in one or more sealed watertight containers and clearly labeled “Disaster Kit – Do Not Use for Other Purposes” so that materials are not removed mistakenly by staff or others. Indicate the quantity of supplies your institution has on hand and where the supplies are located (also specify how the supplies can be retrieved if they are kept in locked storage).

Basic Disaster Supply Kit

Aprons, plastic

Brooms, and dustpans

Buckets (plastic)

Clipboard

Dehumidifier (portable)

Ear plugs

Extension cords (50 ft., grounded)

Fans (portable)

First aid kit

Flashlights (waterproof) 4 or one per department

Freezer bags (polyethylene various sizes)

Garbage bags, plastic (30 or 40 gallon)

Gloves (nitrile) 1 box (100)

Markers (waterproof) 1 pkg.

Masks, protective

Milk crates/Rescubes

Mops

Paper - absorbent white blotter paper (used for drying loose paper materials) 200 sheets (11 inches x 13 inches - each)

Paper - uninked newsprint (used for interleaving wet materials) 2 large rolls (15 inches x 1100 feet - each)

Paper towels 1 case (30 rolls)

Plastic sheeting, heavy (polyethylene) 5 rolls
Sponges cellulose 2
Tape (clear, 2 inches wide, with dispenser) 1 roll
Tape (duct) 2 rolls
Tape (yellow caution) 1 roll
Toolkit (crowbars, hammers, pliers, flat-head and philips-head screwdrivers)
Utility knife 1
Utility knife blades package of 5
Waxed or freezer paper 7 boxes (75 feet each)
Wet/Dry vacuum
Boxes, cardboard
Bubble wrap
Clothesline (nylon or 30 lb. monofilament)
Clothespins
Labels, self adhesive (even when wet)
Radio, battery-operated (with weather band)
Sponges, dry chemical (for removing soot)
Sump pump (portable)
Tags with twist ties
Trash cans
Walkie-Talkies

Approved by the Saugerties Public Library board February 12, 2026

Review History:
Review Cycle: 5 years

Disaster Forms

Building Incident Report Form

Use this form to document any building problems, whether or not they caused collections damage. These forms should be maintained in a building log notebook, so that a history of building problems will be available.

Location: _____ Date: _____

Person reporting problem: _____

Description of problem:

Description of action taken:

If collections were damaged, describe briefly (and fill out an *Incident Report Form*):

Collection Incident Report Form,

This form should be used to keep a record of any incident that causes damage to collections. The second section of the form provides a salvage timeline form to keep track of salvage decisions.

Initial Report

Person Completing Form: _____

Today's Date: _____

Date of incident:

Time of incident:

Collections involved (type and quantity):

Description of incident:

Damage to collections:

Immediate action taken to minimize damage:

Collection Incident Report Form.

Salvage Timeline

Salvage method (e.g., air dry, freeze, vacuum freeze dry, professional conservation)	Description of items	Quantity of items	Person who authorized salvage	Date begun	Date finished

Collection Incident Report Form.

Salvage Timeline

Salvage method (e.g., air dry, freeze, vacuum freeze dry, professional conservation)	Description of items	Quantity of items	Person who authorized salvage	Date begun	Date finished

Collection Incident Report Form.

Collection Rehabilitation Timeline

Date disaster area cleaned: _____ By whom: _____

Rehabilitation/disposition (e.g., discard, replace, microfilm, photocopy, clean, repair, rebind)	Description of items	Quantity of items	Person who authorized decision(s)	Date(s) treated	Date returned to shelf

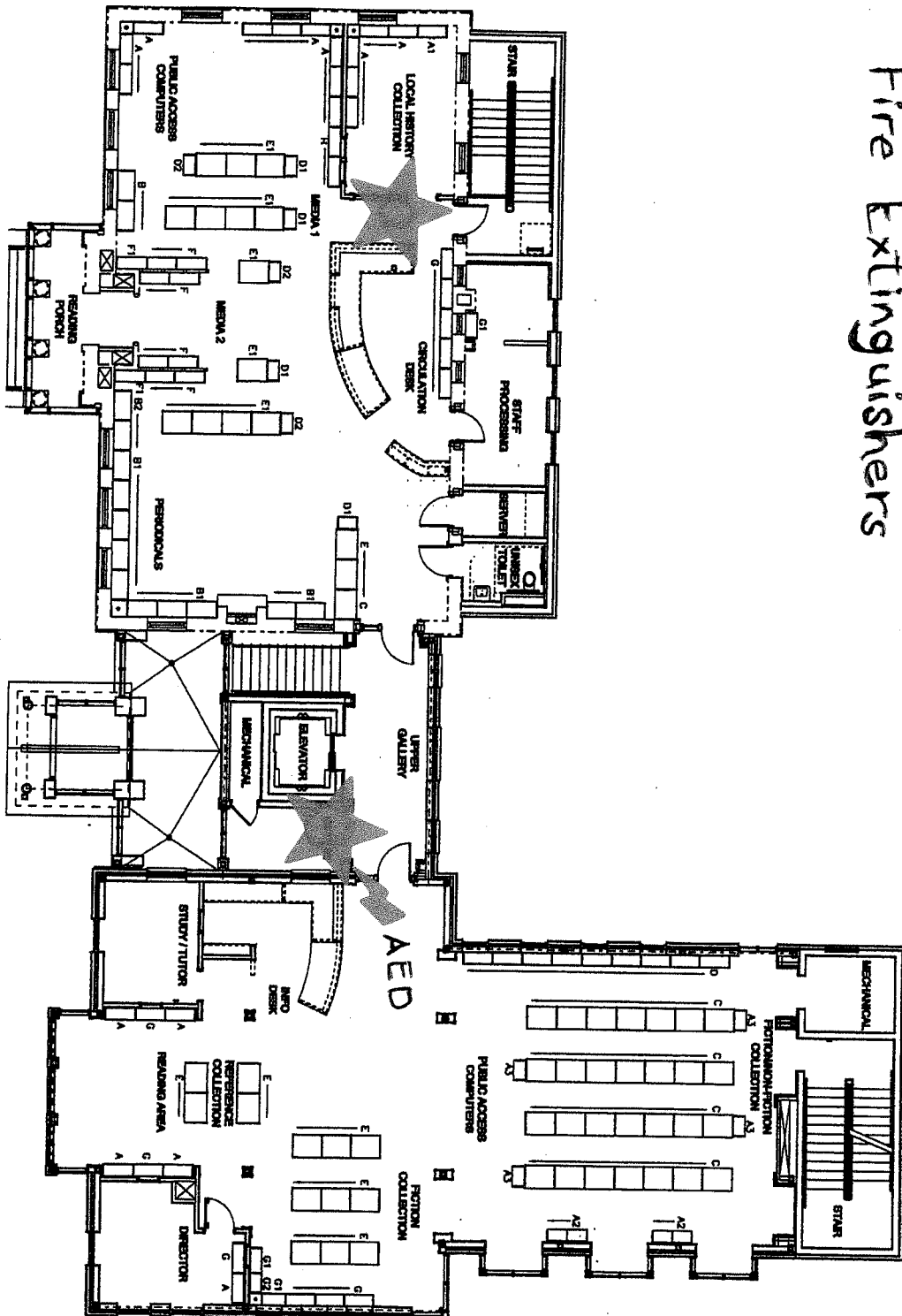
Volunteer Sign-In/Sign-Out Form

Date					
Work performed					
Time Out					
Time in					
Name, address, and phone					


Fire Extinguishers

PLAN VIEW
SCALE: 3/32" = 1'-0"

IMPORTANT: ALL DIMENSIONS REQUIRE FIELD VERIFICATION.



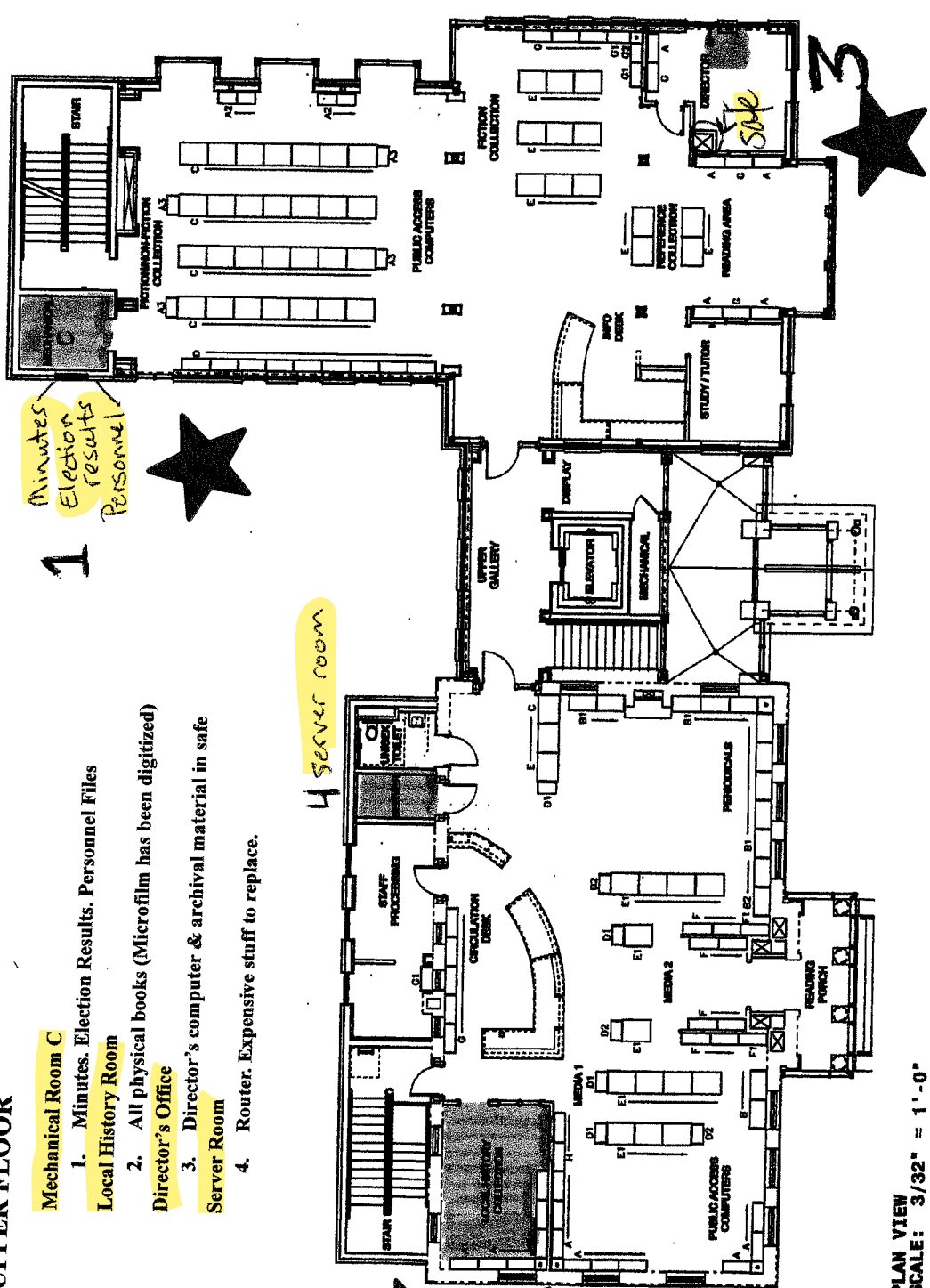
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 BRETFORD	FINISH SCHEDULE VENEER: TBD LAMINATE: TBD PAINT: TBD	APPROVALS FOR BRETFORD: - FOR DEALER: - FOR CLIENT: -	DATE: - DATE: - DATE: -
	PROJECT NAME AND LOCATION: SAUGERTIES PUBLIC LIBRARY SAUGERTIES, NEW YORK	REPRESENTED BY: DEMCO PAUL WILCOX	DESIGNER: B. ASHBY
PROJECT NUMBER: 11246	CAD FILE: N:\2009\11246 - CAP.dwg		DATA: 11246 Saugerti
		DATE: 7/13/2010	VIEW TYPE: PLAN VIEW

UPPER FLOOR

Mechanical Room C

1. Minutes, Election Results, Personnel Files
- Local History Room
2. All physical books (Microfilm has been digitized)
- Director's Office
3. Director's computer & archival material in safe
- Server Room
4. Router, Expensive stuff to replace.



PLAN VIEW
SCALE: 3/32" = 1'-0"

RECORDED: ALL DIMENSIONS REQUIRE FIELD VERIFICATION

BRETTFORD PROJECT NAME AND LOCATION SAUGERTIES, NEW YORK PROJECT NUMBER: 11246		DRAWN BY: DEMCO CHECKED BY: PAUL WILCOX DATE: 7/13/2010
APPROVALS FOR BRETFORD: _____ DATE: _____ FOR OWNER: _____ DATE: _____	REVISIONS NO. 1 DATE: _____	DATE: _____ DATE: _____ DATE: _____

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Salvage at a Glance

The “❄” symbol indicates that materials can be safely frozen. In some cases freeze drying or a sequential treatment like freeze-thaw-air dry is the most appropriate technique for salvage. In other cases freezing is the best way to “buy time” by putting wet items in stasis. See recommendations for individual materials below for more detail.

Books

	Material	Priority	Handling Precautions	Packing Method	Drying Method
❄	Cloth or paper covers	Air Dry. Freeze within 48 hours, if many books.	Do not open or close; do not remove covers.	Pack spine down in plastic lined cardboard box, one layer deep.	Air Dry, fanning pages and standing upright. Freeze, then Vacuum Freeze Dry.
❄	Leather and vellum covers	Air Dry immediately. Freeze if many books.	Do not open or close; do not remove covers.	Separate with freezer paper, pack spine down in plastic lined cardboard box, one layer deep.	Air Dry, fanning pages and standing upright. Freeze, then Vacuum Freeze Dry.
❄	Books with coated paper	Freeze immediately. Air Dry if no other option.	Do not open or close; do not remove covers. Coated paper will permanently block if allowed to dry.	Keep wet, pack spine down in plastic lined cardboard box, one layer deep.	Freeze, then Vacuum Freeze Dry. Air Dry, interleave pages and fan books open.

Paper: Uncoated

	Material	Priority	Handling Precautions	Packing Method	Drying Method
❄	Stable media	Air Dry or Freeze within 48 hours.	Do not separate single sheets.	Pack in plastic lined cardboard box.	Air, vacuum or freeze dry.
❄	Soluble inks (e.g., felt, colored, ball point pens)	Freeze immediately. Air Dry if no other option.	Do not blot.	Pack in plastic lined cardboard box.	Air or freeze dry.
❄	Friable media (pastels, chalks)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or cartons.	Air or freeze dry.
❄	Maps and posters	Freeze immediately. Air Dry if no other option.	Wet paper is fragile; use extra caution if folded or rolled.	Support large items with board covered with plastic or keep in existing metal drawers.	Air or freeze dry.

Salvage at a Glance

Paper: Coated

	Material	Priority	Handling Precautions	Packing Method	Drying Method
❄	Maps and posters	Immediately freeze or dry.	Wet paper is fragile; use extra caution if folded or rolled. Coated paper will permanently block if allowed to dry.	Support large items with board covered with plastic or keep in existing metal drawers.	Freeze drying preferred.
❄	Thermofax and fax copies (sensitize coatings)	Freeze immediately. Air Dry if no other option.	Coated paper will permanently block if allowed to dry.	Pack in plastic lined cardboard box.	Freeze, then Vacuum Freeze Dry. Air Dry on blotter paper or nylon screen.
❄	Architectural or engineering drafting linens	Freeze immediately. Air Dry if no other option.	Avoid pressure - inks can smear away. Coated paper will permanently block if allowed to dry.	Support large items with board covered with plastic or keep in existing metal drawers.	Support large items with board covered with plastic or keep in existing metal drawers.

Paper: Framed Works on Paper


	Material	Priority	Handling Precautions	Packing Method	Drying Method
		Remove from frames if possible. Air Dry or Freeze within 48 hours.	Handle with care - glass can puncture or tear wet paper.	Unframe if possible, then pack according to recommendations for paper type.	Once unframed/unmatted, dry according to recommendations for paper type.

Salvage at a Glance

Parchment and Vellum Manuscripts

Material	Priority	Handling Precautions	Packing Method	Drying Method
	Immediately freeze or dry.		Interleave between folders. Pack oversized material flat.	Air or freeze dry. Do not freeze dry gilded or illuminated manuscripts.

CDs & DVDs


Material	Priority	Handling Precautions	Packing Method	Drying Method
CDs & DVDs	Air Dry immediately.	Do not scratch the surface.	Pack vertically in milk crates or polypropylene bins.	Air dry.
 Paper enclosures	Air dry or Freeze within 48 hours.		Pack in plastic lined cardboard box.	Air Dry according to paper type. Freeze, then Vacuum Freeze Dry.

Magnetic Media: Computer




Material	Priority	Handling Precautions	Packing Method	Drying Method
Tapes	Immediately rinse off tapes in clean water. Dry paper boxes and labels within 48 hours. Tapes can stay wet for several days. DO NOT FREEZE.	Do not touch magnetic media with bare hands. Handle open reel tapes by hubs or reel.	Keep tapes wet in plastic bags. Pack vertically in plastic crate.	Air dry.
Floppy Discs	Immediately pack and move to a location where they can be dried. DO NOT FREEZE.	Do not touch disk surface with bare hands.	Pack discs wet and keep them wet for transport. Pack vertically in plastic bags or tubes of cold water.	Air dry.

Salvage at a Glance

Magnetic Media: Video and Audio

Material	Priority	Handling Precautions	Packing Method	Drying Method
Audio and Video Tapes	Immediately rinse off tapes soaked by dirty water. Dry within 24 hours.	Do not touch magnetic media with bare hands. Keep away from magnets (i.e. loud speaker enclosures).	Keep tapes in wet plastic bags. Pack vertically in plastic crate or tub.	Air dry. Never freeze.
 Paper enclosures, boxes, labels	Air dry or Freeze within 48 hours.		Pack in plastic lined cardboard box.	Air Dry according to paper type. Freeze, then Vacuum Freeze Dry.

Microforms






Material	Priority	Handling Precautions	Packing Method	Drying Method
Microfilm rolls	Rewash and dry within 48 hours.	Do not remove from boxes; hold together with rubber bands.	Keep wet. Pack (in blocks of 5) in plastic lined cardboard box.	Arrange with a microfilm processor to rewash and dry.
 Aperture cards	Freeze or dry within 48 hours.		Keep wet. Pack in plastic bags inside boxes.	Air dry; or freeze, thaw, and air dry.
 Jacketed microfilm	Freeze or dry within 48 hours.		Keep wet. Pack in plastic bags inside pail or boxes.	Air dry; or freeze, thaw, and air dry.
 Diazo and vesicular microfiche	Freeze or dry within 48 hours.		Interleave between envelopes and pack in milk crates or cartons.	Air dry; or freeze, thaw, and air dry.

Salvage at a Glance

Motion Pictures


Material	Priority	Handling Precautions	Packing Method	Drying Method
Motion pictures	Rewash and dry within 48 hours.	Do not remove from cans.	Keep wet. Pack in plastic pails or plastic lined cardboard box.	Arrange with a film processor to rewash and dry.

Black and White Photographic Prints

Material	Priority	Handling Precautions	Packing Method	Drying Method
 Albumen prints	Freeze or dry within 48 hours.	Do not touch binder with bare hands.	Interleave between groups of photographs.	Air dry or thaw and air dry.
 Matte and glossy collodion prints	Freeze or dry within 48 hours.	Avoid abrasion. Do not touch with bare hands.		Air dry, thaw and air dry, or freeze dry.
 Silver gelatin printing out and developing out papers	Freeze or dry within 48 hours.	Do not touch emulsion with bare hands.	If freezing, keep wet. Pack in plastic bags inside boxes.	Order of preference: Air dry Thaw and air dry Freeze dry DO NOT vacuum dry.
 Photomechanical prints (collotypes, photogravures) Cyanotypes	Freeze or dry within 48 hours.	Do not separate single sheets.	Interleave every 2" and pack in boxes or crates.	Air dry or freeze dry.
 Carbon prints and Woodburytypes	Immediately freeze or dry.	Handle carefully; binder can swell.	Pack horizontally.	Air dry or thaw and air dry.

Salvage at a Glance


Color Photographs

Material	Priority	Handling Precautions	Packing Method	Drying Method
Dye transfer prints	Package to prevent damage. Recovery rate is poor. Immediately dry.	Do not touch emulsion.	Transport horizontally.	Air dry face up.
 Chromogenic prints and negatives	Freeze or dry within 48 hours.	Do not touch binder with bare hands.	If freezing, keep wet. Pack in plastic bags inside boxes.	Order of preference: Air dry Thaw and air dry Freeze dry DO NOT vacuum dry.

Cased Photographs

Material	Priority	Handling Precautions	Packing Method	Drying Method
Ambrotypes Pannotypes	Recovery rate is low. Immediately dry.	Handle with care. Extremely fragile binder. Glass supports.	Pack horizontally in a padded container.	Air dry face up. Never freeze.
Daguerreotypes	Immediately dry.	Handle with care. Fragile surface and cover glass.	Pack horizontally in a padded container.	Air dry face up. Never freeze.
Tintypes	Immediately dry.	Handle with care. Fragile binder.	Pack horizontally.	Air dry. Never freeze.

Transparencies

Material	Priority	Handling Precautions	Packing Method	Drying Method
 Lantern slides (glass), silver gelatin	Freeze or dry within 48 hours	Handle with care – loose binding tapes and glass.	Pack vertically in a padded container.	Air drying preferred; thaw and air dry.

Salvage at a Glance

Color Transparencies

	Material	Priority	Handling Precautions	Packing Method	Drying Method
	Additive color transparencies (most are glass) Autochromes, Agfacolor, Dufaycolor	Package to prevent damage – recovery rate is very poor. Immediately dry.	Handle with care – loose binding tapes and glass.	Horizontally in padded container.	Air dry. Never freeze.
❄	Chromogenic color transparencies Mounted color slides and sheet film	Freeze or dry within 48 hours.	Handle by mounts or edges.	Keep wet. Pack in plastic bags inside box.	Order of preference: 1) Air dry in mounts, 2) thaw and air dry, 3) Freeze dry. DO NOT VACUUM DRY

Negatives

	Material	Priority	Handling Precautions	Packing Method	Drying Method
	Wet collodion glass plates	Recovery rate is low. Immediately dry.	Handle with care. Glass supports and fragile binder.	Pack horizontally in a padded container.	Air dry immersion side up. Never freeze.
❄	Gelatin dry plate glass negatives	Freeze or dry within 48 hours.	Handle with care – glass.	If freezing, keep wet. Pack in plastic bags, vertically in a padded container.	Air drying preferred; or thaw and air dry; freeze dry.
❄	Deteriorated nitrates with soluble binders	Immediately freeze or dry. Recovery rate may be low.	Do not blot.	Pack horizontally.	Air dry; thaw and air dry; test freeze drying.
❄	Deteriorated acetates	Immediately freeze or dry. Recovery rate is low.	Handle with care – swelling of emulsion.	Pack horizontally.	Air dry; thaw and air dry; test freeze drying.
❄	Polyester based film, nitrates and acetates in good condition	Freeze or dry within 48 hours.	Do not touch emulsions with bare hands.	If freezing, keep wet. Pack in small plastic bags inside boxes.	Order of preference: air dry; thaw and air dry; Freeze dry; DO NOT vacuum dry.

Salvage at a Glance

Scrapbooks and Photograph Albums


	Material	Priority	Handling Precautions	Packing Method	Drying Method
❄	Scrapbooks	Air Dry or Freeze immediately.	Interleave pages with photos with spunbond polyester.	Wrap album in wax or freezer paper; pack flat in box, no more than two scrapbooks per box.	Air Dry; interleave pages with absorbent paper, opening and turning pages regularly. Freeze, then Vacuum Freeze Dry.
❄	Photograph Albums	Air Dry or Freeze immediately.	Interleave pages with photos with spunbond polyester.	Wrap album in wax or freezer paper. Pack flat in box, no more than two albums per box.	Air Dry; interleave pages with absorbent paper, opening and turning pages regularly. Freeze, then Vacuum Freeze Dry.

Record Albums

	Material	Priority	Handling Precautions	Packing Method	Drying Method
	Shellac and acetate discs	Air Dry immediately	Discs are very fragile. Hold by their edges; avoid shocks.	Pack vertically in rigid polyethylene foam-padded boxes.	Air Dry vertically in dishrack. Use record cleaning machine.
	Vinyl discs	Air Dry within 48 hours.	Hold by their edges; avoid shocks.	Pack vertically in rigid polyethylene foam-padded boxes.	Air Dry vertically in dishrack. Freezing untested; if necessary, freeze above -18C (0F).
❄	Album jackets or enclosures	Air dry or Freeze within 48 hours.	Use caution in removing wet paper next to discs.	Pack in plastic lined cardboard box.	Air Dry according to paper type. Freeze, then Vacuum Freeze Dry.

Salvage at a Glance

Paintings

Material	Priority	Handling Precautions	Packing Method	Drying Method
Canvas	Air Dry immediately.	Drain and carry horizontally.	Face up without touching paint layers.	Air dry. Consult a conservator.
 Watercolor, ink (soluble media)	Air Dry or Freeze immediately.	Do not blot.	Interleave with spunbond polyester and place flat in plastic lined box or drawer.	Air Dry. Freeze, then Vacuum Freeze Dry.

Organic Material

Material	Priority	Handling Precautions	Packing Method	Drying Method
Bone & Ivory	Treat within 24 hours.	Handle with care – wet objects may be fragile.	Wrap individually in absorbent material.	Air dry. Use fans.
Shell	Treat within 24 hours.	Handle with care – wet objects may be fragile.	Wrap individually in absorbent material.	Air dry. Use fans.
Skin & Leather	Treat within 24 hours.	Handle with care – wet leather is fragile.	Pad with toweling to maintain shape and provide support.	Air dry. Use fans.
Basketry	Treat within 24 hours.	Lift from the bottom of object.	Pad with toweling to maintain shape.	Air dry slowly. Keep lids on.
Wood	Treat within 24 hours.	Lift from bottom of object.	Wrap in absorbent material.	Air dry slowly.

Salvage at a Glance

Inorganic Material

Material	Priority	Handling Precautions	Packing Method	Drying Method
Sun baked Ceramics or Terracotta	Treat within 24 hours to prevent disintegration and loss of surface.	Watch for cracking or peeling. Blot dry- do not rub	Wrap with paper towels or absorbent material.	Air dry. Use fans.
Low-Fired Ceramics	Treat within 48 hours.	Watch for cracking or peeling. Pat dry- do not rub	Wrap with paper towels or absorbent material.	Air dry. Use fans.
High-Fired Ceramics	Treat after less stable material.	If the surfaces are stable, blot with lint-free towels.	Wrap with paper towels or absorbent material.	Air dry. Use fans.
Metal	Treat unstable (corroded) metals within 48 hours. Treat stable metal after less stable materials.	Use gloves when handling. If the surfaces are stable, blot with lint-free towels.	Wrap with absorbent materials. Pack copper in individual containers with silica gel.	Air dry. Use fans.
Stone	Treat after less stable materials.	If object has smooth surface, blot. If surface is rough or has an applied finish, do not blot.	Wrap with absorbent materials.	Air dry. Use fans.
Glass	Treat after less stable materials	Pat dry, do not rub.	Wrap with absorbent materials.	Air dry. Use fans.

Geological Specimens

Material	Priority	Handling Precautions	Packing Method	Drying Method
Geological Specimens	Treat within 48 hours.	Handle with care—wet specimens may be fragile.	Wrap with paper towels or other absorbent material.	Air dry slowly. Consult a conservator; some specimens should be dried quickly.

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Biological Specimens

Material	Priority	Handling Precautions	Packing Method	Drying Method
Animal Skins and Taxidermy Mounts	Treat within 24 hours to prevent mold growth.	Avoid direct handling. Many stuffed mounts may contain arsenic or other pesticides.	Separate items with freezer or wax paper . Isolate from other objects in boxes with plastic sheeting.	Air dry slowly.
Herbarium Specimens	Treat within 24 hours to prevent mold growth.	Avoid direct handling.	Separate with plastic sheeting, freezer or wax paper.	Air dry with good ventilation. Consult a conservator.
Fluid Preserved Collections	Treat within 24 hours to prevent objects from drying or shriveling.	Avoid direct handling.	Place specimens and labels in sealed polyethylene boxes with a small amount of alcohol.	Rinse with distilled water or a preservative. Store in new jar with fresh liquid or preservative.
Pinned Insects	Treat within 24 hours to prevent mold growth.	Handle with care—wet specimens may be fragile.	Ensure pins are secured and specimen trays/boxes are supported.	Air dry with good ventilation.

Paleontological Specimens

Material	Priority	Handling Precautions	Packing Method	Drying Method
Paleontological Specimens	Treat within 48 hours.	Handle with care—wet specimens may be fragile.	Wrap individually with absorbent material.	Air dry slowly. Use ties to hold fragile or repaired specimens while drying.

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Textiles

	Material	Priority	Handling Precautions	Packing Method	Drying Method
❄	Small Flat Textiles	Treat within 48 hours. Bleeding dyes should be treated immediately by a conservator.	Gently press water out with palm or blot with lint-free towels. Do not wring or twist.	Separate with freezer or wax paper and box in small groups.	Air dry. Freeze items that cannot be dried with 48 hours and consult a conservator.
❄	Large Flat Textiles	Treat within 48 hours. Bleeding dyes should be treated immediately by a conservator.	Gently press water out with palm or blot with lint-free towels. Do not wring or twist.	Keep rolled on tubes if possible. Be careful of weakened tubes.	Air dry. Freeze items that cannot be dried with 48 hours and consult a conservator.
❄	Embroidered or Multi-Layered Flat Textiles (Quilts)	Treat within 48 hours. Bleeding dyes should be treated immediately by a conservator.	Gently press water out with palm or blot with lint-free towels. Do not wring or twist.	Keep rolled on tubes if possible. Be careful of weakened tubes.	Air dry. Freeze items that cannot be dried with 48 hours and consult a conservator.
	Painted or Stenciled Fabrics	Treat within 48 hours.	Do not blot painted surfaces.	Separate with freezer or wax paper to prevent staining between items.	Air dry. Do not freeze.
❄	Framed Needlework and Silk Pictures	Treat within 48 hours.	Blot gently. Remove from frame.	Interleave freezer paper and cardboard to provide support.	Air dry. Freeze items that cannot be dried within 48 hours and consult a conservator.
	Beadwork	Treat within 48 hours.	Blot gently. Minimize movement. Provide support.	Separate with freezer or wax paper to prevent staining between items.	Air dry. Do not freeze.
❄	Fragile Garments (Silk)	Treat within 48 hours.	Avoid handling if possible. Be aware of metal closures etc. that can tear fabric.	Separate with freezer or wax paper to prevent staining between items.	Air dry. Freeze items that cannot be dried within 48 hours and consult a conservator.
❄	Sturdy Garments (Wool)	Treat within 48 hours.	Blot.	Separate with freezer or wax paper to prevent staining between items.	Air dry. Freeze items that cannot be dried within 48 hours and consult a conservator.

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Textiles (cont.)

Material	Priority	Handling Precautions	Packing Method	Drying Method
Tapestries	Treat within 48 hours.	Blot gently. Provide support when moving.	Keep rolled on tubes if possible. Be careful of weakened tubes.	Air dry.
Fans and Parasols	Begin drying within 48 hours to prevent mold growth.	Support if movement is required. Do not open when wet.	Wrap in freezer or wax paper. Do not layer, pack items side by side.	Air dry.
Hats, Gloves, and Shoes	Begin drying within 48 hours to prevent mold growth.	Gently support with absorbent material. Do not reshape while wet.	Wrap in freezer or wax paper for textiles or plastic sheeting for leather items. Do not layer uneven shapes.	Air dry. As hats dry they can be gently reshaped and padded with acid-free tissue or polyester batting.

Adapted from "Salvage at a Glance" by Betty Walsh and NPS Conserve O Grams 21/6-21/8

For detailed descriptions to accompany this chart, see "Salvage of Water Damaged Collections" in Disaster Plan Template downloads, Connecting to Collections Online Community webinar "Protecting Your Collections: Writing a Disaster Response Plan"

<http://www.connectingtocollections.org/courses/writing-a-disaster-plan> (accessed March 1, 2013)

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