



Library Archives/Special Collections Disaster Plan

Disaster Plan Introduction

The purpose of the Archives disaster plan is to outline procedures to be followed should a fire, flood or other disaster occur which affects only the Athens State University Archives, located on the second floor of the Library Building. Sara Love, Archivist, developed this plan.

Communication Plan

In the case of any disaster affecting the Athens State University Archives, the following people should be contacted, in the order listed:

Mr. Jerry Crabtree, Security Office

Campus: 233-8222

Cell: 777-1776

Dr. Robert Burkhardt, Director of the Library

Campus: 216-6660

Home: 233-0987

Mr. Jerry Bradford, Director, Physical Plant

Campus: 233-8278

Home: 732-4445

Mrs. Sara Love, Archivist

Campus: 216-6671

Home: 233-4839

Location of Keys

A filing cabinet containing keys to archive storage areas is located inside the Archives Room, directly behind the door. For security purposes, only the Library Director and the Archivist have access to this cabinet.

Collection Priorities and Locations

Important components of the archival collections, and their locations, in priority order:

Archives - Room 206 –

- McLin Manuscript Collection – East Wall File Drawer
- Student Records – East Wall Fire Proof File Drawer
- Digital Backup Files – West Wall Lower Cabinet
- Catalog/Yearbook Collections – East Wall Lower Right Cabinets
- Collection of Original Diplomas – West Wall Flat Files – Drawers 6 & 7

- Showcase Items – North & South Walls

Special Book Collection – Room 213 –
-Rare Book Collection

Suggested Actions

In the case of any type of water damage, temperature should be kept below 65 degrees; relative humidity should be dropped below 35%. Fans should be used to circulate the air. Wet books and papers should be frozen as quickly as possible to prevent further damage and mold growth. If possible, items should be frozen within 48 hours of wetting. In the case of any damage, all damaged areas should be photographed.

Insurance Information

All Athens State University property is covered by the State of Alabama Division of Risk Management. All insurance matters are handled by the Vice President for Financial Affairs.

Prevention/Protection Inspections

Athens State University Security personnel check fire extinguishers in the Library monthly. Yearly inspections are conducted by the State Fire Marshal's Office.

Resources

1. Restoration, deodorization and cleaning services

Servpro of Central Huntsville
2315 Triana Blvd., SW
Huntsville, AL 35805
(256) 533-5335

2. Freezer space

3. Document Recovery Services, including moisture control of water-damaged books, files, audio/video media, computer systems, and archival storage facilities.

Note: Flashlights are located in the Archives, Room 206 of the Library Building. Extra batteries may be found in the cabinet directly above the student work area. There is also a small first aid kit in this cabinet.