

BAY COUNTY LIBRARY SYSTEM

COLLECTION & RECORDS DISASTER PLAN

The purpose of this plan is to establish priorities, identify responsible persons, and outline a general procedure to follow if the need arises to respond quickly and methodically to a disaster affecting the collections and/or records of the Bay County Library System. The highest priorities for protection and/or restoration will be given to:

- (1) Historic and unique materials stored in the archives and Local History and Genealogy collections on the second floor of the Wirt Public Library,
- (2) Business and personnel records in the Administrative Office on the second floor of the Wirt Public Library, and
- (3) Historical items in a safe located in the basement of the Sage Branch Library

Examples of events that might trigger such a disaster include, but are not limited to: tornado or other storm, flood, fire, leaking or burst pipes, vandalism, explosion, or insect infestation.

Electronic records are backed up daily and stored off-site.

Disaster Team

The disaster team consists of the Director, Assistant Director, Maintenance Supervisor, and the Technology Supervisor for all buildings plus: the Managing Librarian and, when deemed necessary, designated assistant(s) to the Managing Librarian for the affected building(s). All team members have the authority to sign work authorizations with vendors.

Responsibilities

In the event of a collection disaster, it is the responsibility of the Director upon consultation with the Assistant Director, Maintenance Supervisor, and Managing Librarian to conduct a preliminary assessment, and determine the steps that will be taken to preserve and/or discard affected material. The Director will notify and interact with the media (TV, radio, newspaper).

Steps to be Taken

- (1) Notify vendors that will be needed to assist with protection of yet undamaged materials, clean up, and disposal or restoration of damaged materials.

- (2) Determine whether the building will be closed to the public and/or staff? If yes, ensure proper and timely notification of the public through the media. Notify staff of the status of the building and collections and whether or not they are to report to work at their building to assist with cleanup or to report to another building for temporary assignment.
- (3) Evaluate condition of materials and determine which, damaged and undamaged, will be stored separately. Damaged items in the general collection of books, DVDs, CDs and videos will not be salvaged. If roll off storage is needed, the Library will notify Scientific Leasing (see below) as required by insurance policy.
- (4) Record damaged material by barcode number & author (for replacement and documentation with the insurance company).

Vendors & Insurance

Cleanup – ServPro Disaster Recovery Team (24-hour emergency) 800-631-5982

Portable Storage – Scientific Leasing 989-755-4411

Trash Dumpster - Paul Rigda & Sons 989-624-5952

Sprinkler Service – Gale Fire Protection 989-695-9800

Elevator Service – Schindler Elevator 800-225-3123

General Contractor – Wobig Construction (Greg Vaslod) 989-385-5444

Plumber – Doug's Plumbing 989-894-2716

Electrician – Clements Electric (Dave Clements) 989-892-4780, 989-297-5101

Snow Removal – Snow Dozers 989-414-4412

Security – Stanley Alarm 989-686-3194

HVAC Contractor – Nelson Trane Co. (Paul List) 800-245-3964, 989-239-0890

Insurance – Saginaw Bay Underwriters (Russ Atkins) 989-892-5227

Attachments to Plan

See attached branch-specific Disaster Recovery Plan details compiled by ServPro.