

DISASTER PREPAREDNESS FOR MOVING IMAGE AND SOUND ARCHIVES: SELECTED BIBLIOGRAPHY

DISASTER PREPAREDNESS, RESPONSE AND RECOVERY

GENERAL

Buchanan, Sally. *Disaster Planning, Preparedness, and Recovery for Libraries and Archives: A RAMP Study with Guidelines.* Paris: UNESCO, 1988.

One of the most frequently cited disaster planning guidebooks, Buchanan's simple, yet thorough book addresses the concerns of all types of collections. Despite the age of this text, the issues have not really changed (with the exception of computer media concerns), and can still be used as a guideline. 187 pages.

Dorge, Valerie and Sharon L. Jones. *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions.* Los Angeles: The Getty Conservation Institute, 1999.

A very detailed guide on developing an emergency plan, with emphasis on team building. The book is divided into chapters directed at what each planning and response team needs to know. The appendices include action checklists, information on art handling, and evacuation procedures.

Heritage Emergency National Task Force. *Field Guide to Emergency Response.* Heritage Preservation, 2006.

A concise and portable step-by-step guide on response to emergencies at cultural institutions. Includes workbook pages to be filled in, a removable disaster supply shopping list, and a field guide assessment form. Covers response procedures for minor to moderate, major, and catastrophic disasters. The Field Guide also comes with a DVD that illustrates response and salvage techniques for various materials, and can be used to train before disaster strikes.

Heritage Emergency National Task Force Website. Accessed 30 January 2008 at <http://www.heritagepreservation.org/programs/TASKFER.HTM>

Heritage Emergency National Task Force was created by Heritage Preservation and the Federal Emergency Management Agency (FEMA). The goal of this program is to help cultural and historical institutions protect their collections and buildings from natural and manmade disasters. They offer a range of resources and services, including the *Emergency Response and Salvage Wheel*, a simple, indispensable resource that provides clear procedures and tips that can be easily consulted in the event of a disaster. One side of the Wheel outlines critical stages of disaster response, while the other offers practical tips for salvaging nine types of collections, including electronic media, and photographs. Available in English and Spanish.

Kahn, Miriam B. *Disaster Response and Planning for Libraries*. Second Edition. Chicago: American Library Association, 2003.

A good general planning and recovery guide that addresses a variety of formats, including audiovisual materials. Arranged in five sections: Response, Prevention, Planning, and Response and Recovery Procedures, each with case studies. Appendices include useful checklists and forms, and a bibliography. Covers recovery procedures for post-1950s motion picture film, magnetic tape, CDs and DVDs, and phonograph records. 152 pages.

Lawrence, Priscilla O'Reilly. *Before Disaster Strikes: Prevention, Planning and Recovery*. New Orleans: The Historic New Orleans Collection, 1992.

One of the few resources aimed at personal collections, this small guidebook helps individuals prepare for and recover from disasters. Recovery techniques are discussed for paintings, paper and books, photographic materials, textiles, furniture and wooden objects, metal objects, and glass and ceramics. Since Hurricane Katrina, the Historic New Orleans Collection has decided to revise this publication, and it should soon be available online. 48 pages.

National Park Service. "Salvage at a Glance, Part II: Non-Paper Based Archival Collections." *Conserve O Gram*. Number 21/5, January 2002. Accessed 30 January 2008 at http://www.cr.nps.gov/museum/publications/conservoogram/cons_toc.html

Salvage operations for a variety of audiovisual media are described in this four-page downloadable document. Information is presented in table form. Adapted from Betty Walsh's "Salvage at a Glance" and "Salvage Operations for Water Damaged Archival Collections." Not exhaustive in recovery procedures, but a good quick reference for salvage.

***Preservation and Archives Professionals*. The U.S. National Archives and Records Administration Website. Accessed 30 January 2008 at <http://www.archives.gov/preservation/index.html>**

NARA's website provides emergency management information for institutional and home collections. The "Disaster Response and Recovery" section of this site contains preparedness and recovery procedures, case studies, resources, and links to other many other related sites. It covers a range of materials, from books and paper, art works, objects, and audiovisual. The "Conservation" section has recovery information for film and magnetic media, as well as general information on dealing with flood and fire damage.

Teygeler, René, Gerrit de Bruin, Bihanne Wassink, and Bert van Zanen. *Preservation of Archives in Tropical Climates: An Annotated Bibliography*. Paris/The Hague/Jakarta: International Council on Archives/National Archives of the Netherlands/National Archives of the Republic of Indonesia, 2001. Accessed 30 January 2008 at <http://www.knaw.nl/ecpa/grip/tropical.html>.

This publication was issued on the occasion of the international conference *The Preservation of Archives in Tropical Climates*, which was held in Jakarta November 2001. It contains an extensive overview of currently available resources on issues in

relation to preservation and conservation in tropical climates. Although it focuses on conservation issues for books and writing materials, the disaster preparedness chapter is a good, thorough resource for general disaster planning, keeping in mind the situation of archives in developing countries. This chapter does not favor any particular type of material, and often references issues for audiovisual materials. The "Storage" chapter is also incredibly useful for its discussion on alternate climate control methods. An indispensable resource for collecting institutions in tropical areas, as well as others interested in developing new methods for preserving collections.

Walsh, Betty. "Salvage at a Glance." *Western Association for Art Conservation Newsletter*. Volume 19, Number 2, May 1997. Accessed 30 January 2008 at <http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html>

Salvage operations for a variety of materials are briefly covered in this table. Priority, handling precautions, packing methods and drying methods are covered for paper documents, books, art works, computer media, magnetic recordings, photographic materials, and microforms. Not comprehensive in recovery procedures but a good quick reference to include in a disaster plans for collections of mixed material. Author Betty Walsh has been working on disaster recovery and planning for the British Columbia Management Services since 1982.

Walsh, Betty. "Salvage Operations for Water Damaged Archival Collections: A Second Glance." *Western Association for Art Conservation Newsletter*. Volume 19, Number 2, May 1997. Accessed 30 January 2008 at <http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html>

This document describes what steps should be taken by whom in minor and major disasters, discusses packing methods and recovery procedures for a range of specific materials (paper, audiovisual, art works, etc.), and briefly discusses post-disaster rehabilitation.

Wellheiser, Johanna and Jude Scott. *An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centers*. Second Edition. Lanham, Maryland: Scarecrow Press, 2002.

This general disaster planning guide was created by the Canadian Archives Foundation. It emphasizes planning and prevention, though includes chapters on recovery and rehabilitation. Covers recovery of specific materials including: still and moving photographic material, computer media, CDs, sound and video recordings, phonograph records. Appendices include a lengthy list of resources, references, and information on the Emergency Preparedness Canada (EPC). 283 pages.

MAGNETIC AND OPTICAL MEDIA

Specs Bros, LLC Website. Accessed 30 January 2008 at <http://www.specsbros.com/>

Specs Bros. President, Peter Brothers, is an internationally recognized expert who has had more than twenty years experience developing and applying disaster recovery procedures for magnetic tape. The company's website is a crucial resource for disaster

planning and recovery information for magnetic tape. The site includes disaster planning and recovery sections, as well as hurricane and flood advice. Although Specs Bros. encourages those with damaged magnetic materials to seek the help of an expert, it also offers information on in-house salvage and recovery methods.

Vilmont, Leon-Bavi. "Audiovisual and Modern Information Media: Disaster Mitigation and Recovery." *Preparing for the Worst, Planning for the Best: Protecting our Cultural Heritage from Disaster*. Johanna Wellheiser and Nancy E. Gwinn, editors. München: K.G. Saur, 2005. 177-185

This article is found in a larger publication from the proceedings of a conference sponsored by the International Federation of Library Associations Preservation and Conservation Section, the IFLA Core Activity for Preservation and Conservation, and the Council on Library and Information Resources, Inc., with the Akademie der Wissenschaften and the Staatsbibliothek zu Berlin, Berlin, Germany, July 30 - August 1, 2003. The author is Research Engineer for Audiovisual Materials and New Media at the Centre de Recherches sur la Conservation des Documents Graphiques, Paris, France. Emphasizes recovery of magnetic media, optical disc, and early sound recordings.

MOTION PICTURE FILM

***Film Preservation Handbook*. The National Film and Sound Archive of Australia. Accessed 30 January 2008 at http://www.nfsa.afc.gov.au/preservation/film_handbook/disaster_planning.html**

The Disaster Planning section of the handbook deals with planning procedures, and includes a helpful list of questions that covers likely disaster scenarios. It also gives water and fire damage recovery information for film. Overall, this text is an important resource for all areas of film preservation.

Newnham, Mick. "AMIA Hurricane Relief: What to Do About Your Home Movie Damage." The Association of Moving Image Archivists Website. September 2005. Accessed 30 January 2008 at http://amia.typepad.com/home_movie_recovery/film_damage_recovery/index.html

This online resource was made available by AMIA after Hurricane Katrina. It contains sections on disaster recovery for flood-damaged films, FAQ on film water damage, a list of labs with rewashing facilities, and information on getting damaged films to labs. There is also a link here to a section on video recovery by Peter Brothers, however this and more information on magnetic media damage is available from the Specs Bros. website.

"Water Damage" *Storage Room*. Kodak U.S. Website. Accessed 30 January 2008 at http://www.kodak.com/US/en/motion/support/technical/storage_room.jhtml#tropic

Kodak offers at-home procedures for restoring water-damaged films. This is a very simple explanation that could easily be attempted by a private collector, filmmaker, or institution with only a small amount of film. Large collections may need to find more detailed information.

Urbanski, Larry. "Film Cleaning Techniques and Tips." Urbanski Film Website. Accessed 30 January 2008 at <http://www.filmrenew.com/>

Urbanski's film cleaning page focuses on how to use FilmRenew to clean dirty films. It also addresses other types of film cleaners, and their differences. This is one of the only sources of do it yourself recovery for dirty, damaged films directed at individuals.

BIBLIOGRAPHIC RESOURCES

Disaster Preparedness and Recovery: Selected Bibliography. SOLINET. Accessed 30 January 2008 at http://www.solinet.net/preservation/leaflets/leaflets_templ.cfm?doc_id=118

SOLINET – the Southeastern Library Network, Inc. – is a non-profit library cooperative serving the Southeastern United States, though their services and information reach far beyond this geographic region. The organization provides an annotated bibliography that is very useful for libraries with mixed collections. They also offer disaster planning leaflets in Spanish and English, available at http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=71.

Disaster Preparedness and Response. Conservation Online (CoOL). Accessed 30 January 2008 at <http://palimpsest.stanford.edu/bytopic/disasters/>

Conservation Online provides this thorough bibliography of a variety of online disaster planning and recovery resources. Includes case studies and sample disaster plans. Most resources are directed at a general library and archive audience.

Mid-Atlantic Resource Guide for Disaster Preparedness. Conservation Center for Art and Historic Artifacts, Preservation Services Office, February 2006. Accessed 30 January 2008 at <http://www.ccaha.org/pdf/Web%20version%20Resource%20Guide%20for%20Disaster%20Preparedness.pdf>

The Conservation Center for Art and Historic Artifacts (CCAHA), founded in 1977, is a non-profit conservation laboratory serving other non-profit cultural, educational, and research institutions, as well as private individuals and organizations throughout the United States. The purpose of this document is to assist institutions in their disaster planning procedures, by providing information on emergency services, supplies and equipment. These resources should be researched and then the appropriate vendors and service providers added to emergency telephone and service lists. Includes labs that provide film and magnetic media recovery services.

TEMPLATES AND SAMPLE PLANS

Disaster Plan Workbook. New York University Libraries. Accessed 30 January 2008 at <http://library.nyu.edu/preservation/disaster/toc.htm>

This workbook prepared by New York University Libraries provides documents with blank areas for the institution to fill in specific information, such as phone numbers, names, directories and floor plans. It also gives general guidance in disaster response and recovery procedures. Chapter 4 contains basic recovery procedures for film, magnetic tape, phonograph records, and computer equipment. The appendices list the addresses and telephone numbers of several conservation services, with blank space for additional local services.

dPlan: *The Online Disaster-Planning Tool*. Northeast Document Conservation Center (NEDCC). Accessed 30 January 2008 at <http://www.dplan.org>.

dPlan is an online disaster planning template, which allows you to input your data directly into the site and save it as you go. The dPlan is quite extensive and may need to be modified for smaller institutions. However, it is a useful tool for creating customized disaster plans.

***Emergency Preparedness Plan for the Minnesota History Center*. Minnesota Historical Society. March 2005. Accessed 30 January 2008 at <http://www.mnhs.org/preserve/conservation/emergency.html>**

The Minnesota Historical Society provides an abridged version of its own disaster preparedness plan for other institutions to learn from. Although it was created for a large institution with many employees, the Society believes that its format and general content can be adapted for different facilities. The plan is comprehensive, covering procedures for disasters of all types and scale. It includes salvage procedures for various materials, which are also available from the Society's website as single PDF documents.

DISASTER PREPAREDNESS AND RECOVERY CASE STUDIES

Aarons, John A. "Hurricanes and Disaster Response: Lessons Learned in Jamaica from 'Gilbert'." *Preparing for the Worst, Planning for the Best: Protecting our Cultural Heritage from Disaster*. Johanna Wellheiser and Nancy E. Gwinn, editors. München: K.G. Saur, 2005: 117-125.

This report does not address audiovisual recovery, but it does offer an insight into the dilemmas faced by collecting institutions in developing countries when recovering from a disaster.

Van Bogart, John W.C., and John Merz. *St. Thomas Electronic Records Disaster Recovery*. National Media Laboratory. November 1995. Accessed 22 February 2006 at http://www.imation.com/government/nml/pdfs/AP_NMLdoc_StThomasElectronic.pdf

This case study is helpful in understanding the efforts involved in restoring optical and magnetic media after a hurricane. The authors were sent to St. Thomas, U.S. Virgin Islands, to assist in the recovery of government data that was stored on optical, hard, and floppy disc. Detailed description of the procedures and images are included.

OTHER

A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections. Washington, D.C.: Heritage Preservation, Inc., 2005. Accessed 30 January 2008 at <http://www.heritagepreservation.org/HHI/index.html>

The Heritage Health Index is the first comprehensive survey ever to assess the condition and preservation needs of U.S. library, museum, and archival collections. The findings reveal that immediate action is needed to prevent the loss of millions of irreplaceable artifacts.

van der Hoeven, Hans and Joan van Albada. *Lost Memory: Libraries and Archives Destroyed in the Twentieth Century.* Paris: UNESCO, 1996. Accessed 30 January 2008 at <http://www.unesco.org/webworld/mdm/administ/rtf/LOSTMEMO.rtf>

This document was prepared under the framework of UNESCO's Memory of the World Program on behalf of the International Federation of Library Associations. By highlighting all the cultural institutions (including audiovisual collections) that were destroyed in the last century, the report intends to alert the public and professional community of the incredible loss of heritage through man-made and natural disasters. It drives home the importance disaster planning and pursuing a world without war.