

Indiana University

South Bend

Schurz Library

Wiekamp Educational Resource Commons

**Disaster Response &
Recovery Plan**

2016

**Schurz Library and Wiekamp Educational Resource Commons
Disaster Response & Recovery Plan
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Indiana University South Bend Emergency Action Plan for Library 2013
<https://www.iusb.edu/police/Emergency%20Action%20Plan%202013.pdf>

Library Emergency Response Plan

Operational Policy

General Statement

The procedures to follow in response to disaster/damage to collection are outlined in this plan. A separate plan exists for emergencies (appendix). All library employees are encouraged to familiarize themselves with the emergency and disaster response procedures and take part in appropriate training.

In any emergency or disaster situation, the first course of action is to ensure personal safety. Once the building or impacted area is stabilized, the Library's Disaster Response Team, working under the direction of the Dean of Library Services, will respond as appropriate.

The Disaster Response Team may also be employed to handle minor damage to the collection such as from water damage, mold, bug infestation, etc.

Disaster Plan Team Responsibilities

The Disaster Plan Team will meet at regular intervals to review and update the plan as needed to keep it up to date. The review will include confirmation of information contained in the plan: vendor names, restoration facilities, availability of on-site supplies and off-site supplies, telephone numbers of the Disaster Team, emergency telephone numbers, and collection priorities.

The Disaster Plan Team is responsible for keeping library employees informed of the plan, updated on revisions, and for scheduling and providing drills and training as needed.

A copy of the Disaster Response Plan is available on the H Drive/Administration/Emergency Response Folder, H Drive Policies and Procedures folder, IU Box, and AIM. Paper copies of the plan are to be kept as follows: Dean of Library Services (off-campus residence); Campus Archivist (on-campus Archives); Head of Collection Services (off-campus residence); Reserves (on-campus). This plan will be reviewed annually and updated as needed.

Library Disaster Plan Team

Vicki Bloom (Dean of Library Services)
Angie Huff (Business Operations Manager)
Linda Fisher (Director of Research, Instruction, and Outreach)
Alison Stankrauff (Archivist)
Susan Thomas (Director of Collection Services)
Kathy Plodowski (Circulation Supervisor)
Kim Parker (Wiekamp Educational Resource Commons)

Prevention

Library staff should be aware of all situations that have the potential to cause damage and take steps to prevent a disaster. Man-made disasters can often be prevented by routine inspections of a facility. In addition, staff members should be familiar with the layout of the building and with possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate escape routes should be clearly marked.

Preventative measures should be carried out on a daily basis:

- Check that locks on doors and windows are secure and all keys are accounted for.
- Check for leaks in restrooms, toilets, faucets, water fountains, air conditioning, fire suppression, windows, or roof.
- Electrical equipment should be turned off or unplugged if not in regular use. No frayed wiring should be evident.
- Look for signs of structural damage.
- Combustible or burning materials should be discarded in appropriate containers.
- Areas known to be problem locations should be checked often.
- The Circulation Supervisor will be responsible for inspection of the Library in consultation with the other members of the Disaster Response Team (and with the help of Facilities Management as necessary).
- The Wiekamp Educational Resource Commons (WERC) Supervisors will be responsible for the inspection of the Wiekamp ERC in consultation with the Circulation Supervisor and Facilities Management as necessary.
- The Business Manager should keep copies of problem reports and track progress in undertaking repairs and other actions as needed.

What to Do When

Weekday Disaster Discovery

1. Phone Angie Huff 520-4404 to report the damage or instruct someone close by to phone Angie. (i.e. water leaks, flood, broken windows or furniture, stacks falling over, etc.)
2. If Angie is not available phone facilities directly, 520-4386, and alert Kathy Plodowski [520-4380/kplodows@iusb.edu](mailto:kplodows@iusb.edu). For WERC, contact Kim Parker, 520-5548/kparker@iusb.edu.
3. If the problem is causing damage to materials that can be stopped either by removing the materials or covering with plastic, without posing a safety threat, please remove the materials or contact Angie for the plastic to cover the materials. Plastic is also kept in the labeling area of Circulation (1st southern range in the department)
4. Facilities will handle repair and clean-up of building. Recovery of any damaged materials can be referred to Susan, Alison, and appropriate subject librarian.



Evening and Weekend Disaster Discovery

1. Phone public safety to report the disaster (520-4499). Phone Kathy Plodowski 574-875-4713 home/574-575-0337 cell.
2. If the disaster is causing damage to materials and can be stopped either by removing the materials or covering with plastic, without posing a safety threat, please remove the materials or obtain plastic from Angie or from Circulation (labeling area, southern range) and cover the materials.
3. Email Disaster Response Team (emails below) as a follow-up to the discovery of damage. Please be as detailed as possible. Include in the email a summary of Security's response and Facilities' follow-up.

Email: Dean Vicki Bloom	vdbloom@iusb.edu
Angie Huff	adhuff@iusb.edu
Kathy Plodowski	kplodows@iusb.edu
Susan Thomas	suethoma@iusb.edu
Alison Stankrauff	astankra@iusb.edu
Linda Fisher	lfisher@iusb.edu
Kim Parker	kparker@iusb.edu

Securing the Area

After the building or area has been declared safe to enter, the Dean of Library Services or designated members of the Disaster Response Team may need to ensure that Facilities Management is taking some or all of the following steps, depending on the extent and type of disaster, to stabilize the environment.

- Arrange security for the building or area.
- Turn off electricity and/or establish emergency power, as required through facilities and/or security.
- Eliminate any source of unwanted water.
- Ventilate building or area by opening doors or turning on the air conditioning and fans to increase air circulation.
- Work with campus facilities, as necessary, to check for gas leaks, sewage, debris, or chemical contamination.
- Protect the building or area and materials from further harm by arranging for emergency repairs to roofs, windows and stacks, and clearing mud or debris; protecting undamaged materials by moving them or covering them with plastic.
- Remove moisture from the environment by pumping out water, vacuuming or removing wet carpeting and turning on dehumidifiers (45% Rh) to dry the air.
- Prevent mold by monitoring the temperature and humidity with hygrometers and lowering the temperature and humidity as much as possible; in winter, turn off the heat; in summer, set air conditioning to 65 F; watch out for mold growth in enclosed spaces; continue to promote maximum air flow with fans (as needed and if it is safe to do so).
- SOME TYPES OF MOLD ARE EXTREMELY TOXIC TO HUMANS; if mold or mildew is found on large numbers of materials, evacuate people and wait for assistance; (it takes 48 - 72 hours for mold or mildew to develop).

Recovery Guidelines

Assess the damage

- Determine the quantity of materials to be salvaged based on the damage assessment and established salvage priorities
- Decide which materials need to be freeze dried and which can be air dried
- Decide if the Library can manage the recovery or if outside assistance is necessary

For major damage/disaster:

1) Establish a Command Post

The Dean of Library Services will choose the base site of operations and the Business Manager will set up the site. The command post should have easy access to computers, telephones, faxes and copiers, worker identification tags, floor plans, and a copy of the emergency/disaster response manual. The Disaster Response Team will meet at the command post, where the Dean of Library Services will brief them and give directions for the salvage operation.

Building Cleanup/Repair

Following the removal of damaged materials, the Dean of Library Services/Library Business Manager will arrange for cleanup and repair of the damaged site by a campus or commercial cleaning crew, as well as for temporary storage of materials, as necessary. The crew will clean the area and restore the shelves.

For In-House Salvage

- Staff and volunteers will be organized under the authority of the Dean of Library Services.
- Work teams will be assembled and organized. Trained team leaders will lead team in wrapping and packing damaged materials.
- Business Operations Manager arranges for needed supplies and transportation if materials are being taken to freezer. Supplies for in-house recovery may include fans, chairs, tables, freezer paper, crates, garbage bags, and hand trucks.

Disaster Report

After recovery, the Disaster Response Team will write a final report detailing the extent of the damage or disaster; the recoveries involved, include photographs, as well as commentary about the disaster response plan with a specific focus on what worked and what needs improvement. The report should also include an evaluation of all sources of supplies and equipment, contractors, and any off-site facilities used. A copy of the final report is given to the Dean of Library Services.

Supplies and Resources On-Site

Library Currently Has (as of May 2014):

Archives Main Office

- Dehumidifier

Friends Closet

- Disposable plastic gloves
- Extra flashlights and batteries
- Duct Tape
- First-Aid Kit
- Freezer Paper
- Heavy duty extension cords
- Paper for interleaving (absorbent/newspaper like)
- Plastic Garbage Bags (Facilities Management also)
- Power strips
- Protective masks
- Scissors and tape
- Sponges (for removing soot)
- Motorola Talkabout 2-Way Radios with rechargeable battery pack (28 mile range and can serve as weather radio and local emergency alert)

Supply Closet

- Clipboards
- Rolls of plastic sheeting
- Paper Towels (Facilities Management also)

Circulation

- Digital Camera
- Battery operated Walkie Talkie provided by IUPD.
- Motorola Talkabout 2-Way Radios with rechargeable battery pack (28 mile range and can serve as weather radio and local emergency alert)
- Weather radio

Wiekamp ERC

- Metal Book Truck (3)
- Disposable plastic gloves
- Extra flashlights and batteries
- Duct Tape
- First-Aid Kit
- Freezer Paper
- Heavy duty extension cords
- Paper for interleaving (absorbent/newspaper like)
- Plastic Garbage Bags (Facilities Management also)
- Power strips
- Protective masks
- Scissors and tape
- Sponges (for removing soot)
- Motorola Talkabout 2-Way Radios with rechargeable battery pack (28 mile range and can serve as weather radio and local emergency alert) Assistant Supervisor office E & A 2010A

Items To Be Purchased/Borrowed as needed:

- Corrugated Plastic Boxes for Transporting/ Freezing Wet Books
- Plastic Milk Crates for Transporting/ Freezing Wet Books
- Additional Flashlights – one for each office of the Library, Educational Resource Commons
- Tool Kit
- Portable Folding Tables
- Protective Glasses
- Rubber or Plastic Aprons
- Rubber Boots
- Hard Hats
- Polyethylene Bags
- Ladders
- Dry Ice
- Monofilament Nylon (Fishing) Line
- Portable Toilets

Preparedness Training

Training of library staff prior to an emergency is essential if the elements of this plan are to be carried out efficiently and smoothly.

1. The Disaster Response Team should meet annually to review responsibilities and discuss any changes needed to the Disaster Response Plan.
2. All library and media services employees will be required to familiarize themselves with the Disaster Preparedness Plan and receive basic instructions on handling emergency situations and building/collection disasters. A Brown Bag session should be held once a year to review procedures.
3. Members of the Disaster Response Team should tour the building periodically to identify potential hazards or problems.
4. The Business operations manager will verify supplies and locations once a year.
5. Schedule orientation for new employees including student employees.

Staff trained in:

- Sounding alarms
- Interpreting panels (if present)
- Notifying Fire Department and others as called for
- Locating in-house emergency equipment
- Using fire extinguishers
- Closing fire doors
- Supervising evacuations
- Proper handling of books and other library materials

**Recovery Priority Sheets (arranged by floor and department)
Spring 2016**

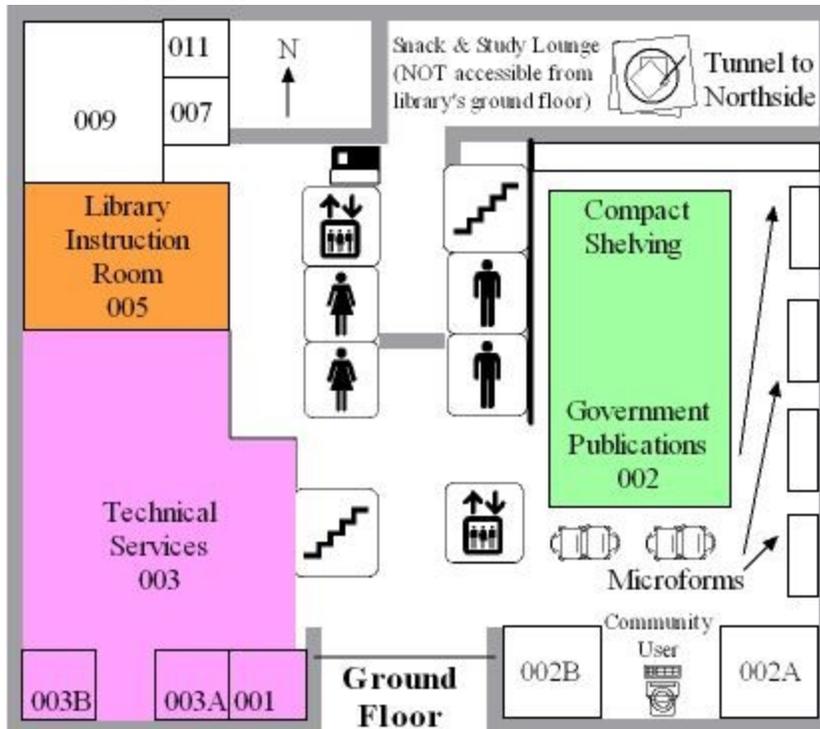
Recovery priorities have been established for each department, area, and office to be followed in the event of a disaster. To simplify the procedure, priorities are assigned a number scale as follows:

- #1 - Salvage at all costs (Outside restoration/Salvage company)
- #2 - Salvage if time permits (In-house)
- #3 - Salvage as part of general clean-up, if financially feasible (In-house)

Priority decisions are based on a number of considerations:

- Can the items be replaced? At what cost?
- Would the cost of replacement be less than restoration of the items?
- How important are the items to the collection?
- Are the item available elsewhere?
- Are the items needed for continuing or restoring institutional operations (e.g. payroll, purchase orders, catalog, shelf-list, inventories, and finding aids)?

GROUND FLOOR

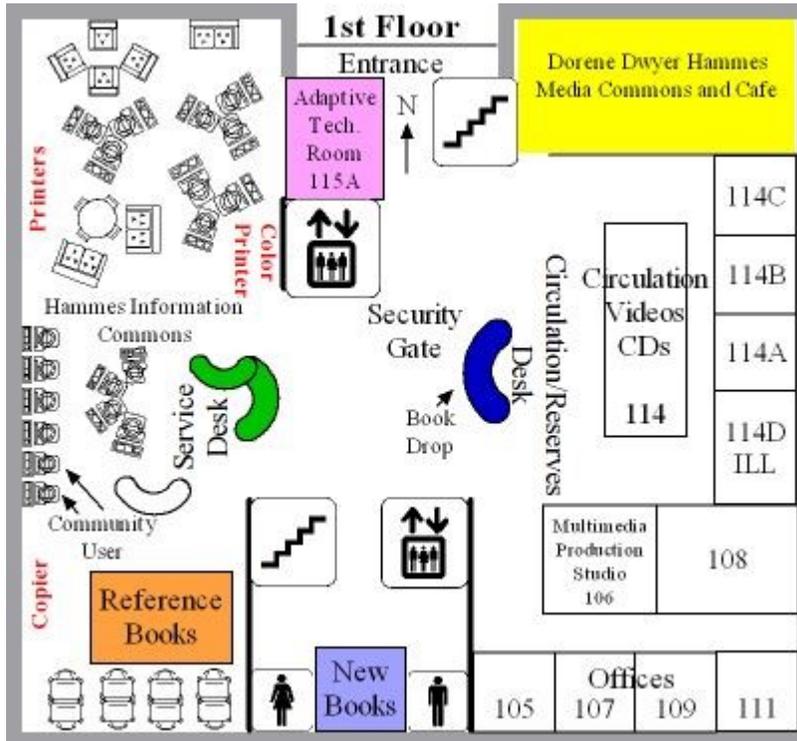


Salvage Priority	Collection Description	Location	Type of Material	Consultant	Special Instructions/Access
Government Publications - LM 002					
First	Congressional record, pre1965	LM 002	Books	Linda Fisher	
First	Exec Documents 1854-55, 1883-93	LM 002	Books	Linda Fisher	
First	Diplomatic Correspondence 1776-89	LM 002	Books	Linda Fisher	
First	Pre 1960 Census	LM 002	Books	Linda Fisher	
First	Journal of the	LM 002- LC	Books	Linda Fisher	

	Continental Congress	4.6:			
First	Letters of Delegates to Congress	LM002 - LC 4.6:	Books	Linda Fisher	
First	Handbook of North American Indians	LM002- SI 1.20/2:	Books	Linda Fisher	
First	Supreme Court Reports	LM002 -JU 6.7:	Books	Linda Fisher	
First	Bound Serial Set	LM002 - Y 1.2:	Books	Linda Fisher	
First	Sessional Indexes to the Congressional Record	LM002 -	Books	Linda Fisher	
First	Nazi Conspiracy and Agression	LM002 - W 1.2:	Books	Linda Fisher	
First	American Foreign Policy	LM002 - S 1.71/2:	Books	Linda Fisher	
First	Treaties	LM002 - S9.12:,S7.12/3:	Books	Linda Fisher	
First	Foreign Relations	LM002 - S 1.1	Books	Linda Fisher	
First	Smithsonian Annual Rept, 1880-1900	LM002 - Si 1.1/a	Books	Linda Fisher	
First	Amer Historical Society Annual Rept	LM002 - Si 4.1:	Books	Linda Fisher	
First	U.S. Code Congressional & Admin News	LM002- GovPub Ref KF 48.U5	Books	Linda Fisher	
First	Russel Papers	LM 002-First microfilm cabinet-bottom two drawers	Microfilm-67 reels	Scott Opasik	
Second	Core Documents	LM 002	Books	Linda Fisher	
Second	Computers	LM002	Computers	Kirby Cheng	
Second	Microform Reader/Printers	LM 002	Equipment	Scott Opasik	
Technical Services- LM003					
First	Acquisitions Processing Area - unpaid invoices, order requests, paid invoices	Acquisitions Assistant's Desk LM 003	Papers and Files	Liz Bell/Susan Thomas	
First	Undistributed Mail	Mail Table- LM003	Mail including packages	Steve Sigety/Scott Opasik	
First	Special Collections Materials	5th shelf along West Wall - LM003	Books and Papers	Alison Stankrauff/Karen Eggermont	
Second	Gift materials in process	LM003	Books, Papers, Journals	Karen Eggermont/Susan Thomas	
Second	Bindery Preparation/Shipments	LM 003	Journals/books	Josephine Johnson/Steve Sigety/Scott Opasik	
Second	Collection Development Files and paperwork on materials budget	LM003A-desk drawers	Files and Papers	Susan Thomas	
Second	Workstations	BI Room LM005	Computers, keyboards, projection equipment	Kirby Cheng	
Second	Workstations	Staff Offices, LM003, LM001	Computers and keyboards	Kirby Cheng	

Third	New Acquisitions (less than 1,000 items)	LM003-Shelving	Books, DVDs, Videos, Software, Manipulatives	Liz Bell/Steve Sigety/Scott Opasik	
Archives Storage - LM009					
First	IU South Bend Campus Collections	LM 009 Archives Processing	IUSB Clippings Files: IU South Bend Office of Communications & Marketing Collection	Alison Stankrauff	Key
First	IU South Bend Campus Collections	LM 009 Archives Processing	IU South Bend Office of Communications & Marketing Collection: Row 3. IUSB 2000 Accreditation Materials: Row 1. IUSB 2007 Accreditation Materials: Row 3. IUSB Women's Studies Collection: Row 4.	Alison Stankrauff	Key
Second	Torrington Company Collection	LM 009 Archives Processing	Torrington Company Collection: Row 3.	Alison Stankrauff	Key
First	Dr. Eileen Bender Collection	LM 009 Archives Processing	Dr. Eileen Bender Collection: Row 1.	Alison Stankrauff	Key
First	Dr. Les Lamon Collection	LM 009 Archives Processing	Dr. Les Lamon Collection: Row 2.	Alison Stankrauff	Key
First	Dr. Gloria Kaufmann	LM 009 Archives Processing	Dr. Gloria Kaufmann collection: Row 5	Alison Stankrauff	Key

FIRST FLOOR

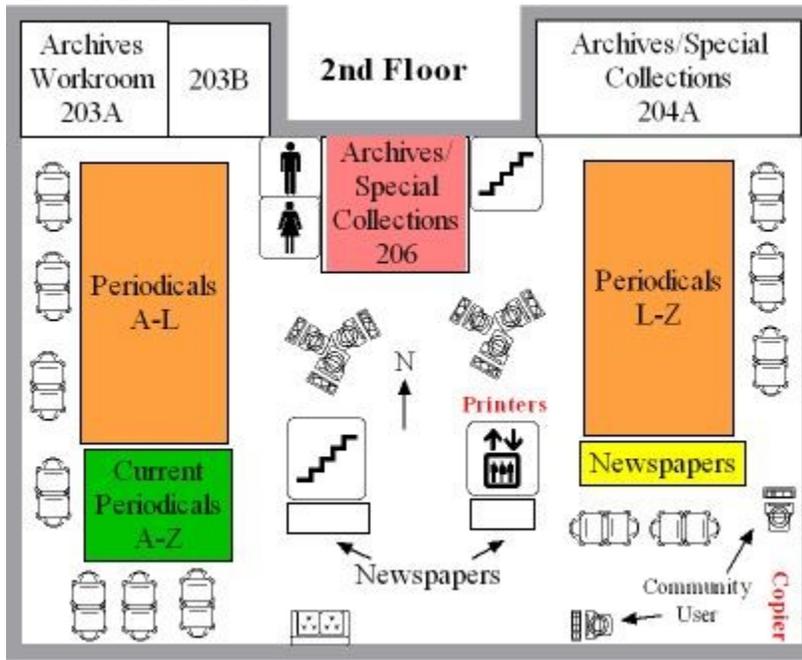


Salvage Priority	Collection Description	Location	Type of Material	Consultant	Special Instructions/Access
Information Commons					
First	Reader's Guide to Periodical Literature, 1980-; Book Review Digest, 1905-; Times (London) Index, 1985-	Information Commons - LM 115	Reference Indexes	Linda Fisher	
First	Oxford Dictionary of National Biography	Information Commons - LM 115	Reference set	Linda Fisher	
First	Staff and public access workstations	Information Commons - LM 115	Computers/Keyboards	Kirby Cheng	
Second	Poole's Index to Periodical Literature, V. I-IV (1802-1906)	1st floor (IC)	Reference Indexes	Linda Fisher	
Circulation					
Third	Workstations	Circulation Desk	Computers/Keyboards, scanners	Kirby Cheng	
First	Workstations	Interlibrary Loan Office	Supervisors computer and ARIEL computer	Kirby Cheng	
First	Financial Documents: cash logs recording payments made, tape receipts archives	Circulation NE cupboard below NE picture window	Paper forms	Kathy Plodowski	Need for Auditing

		overlooking the computer lab			
First	Reserve Forms/list filled out by professors for reserves	Reserves Coordinator's office filing cabinet, 2nd drawer down	Paper forms	Kathy Plodowski/Barb Allen	
Second	Reserve Items on reserve for classes or to avoid theft from general collection	Circulation shelving – Two shelving units on south end.	Books, CDs, Videos, Photocopies	Barb Allen	
Second	AV Collection	Circulation shelving - northern three ranges	Video, CD, CD-ROM, Cassette, Slides	Kathy Plodowski	
Second	General Collection Reshelving- materials waiting to be reshelved	Circulation Shelving - south range	Books, Journals, Newspapers	Kathy Plodowski	
Third	New materials waiting for labeling	Circulation Shelving - south second range	Books, AV	Kathy Plodowski	
Third	Equipment: five staff computers, four scanners, 2 desentizers, 1 sensitizer machine, 3 printers, 2 receipt printers	Circulation Desk and offices	Equipment	Kathy Plodowski	
Interlibrary Loan Office					
First	ILL books	1st floor, circulation	Books	Maureen Kennedy	
First	ILL books	1st floor, copy room – LI 108 tables and shelves	Books	Maureen Kennedy	
First	Computer Workstations	LI 114F and LI 108	3 computers total	Kirby Cheng	
Third	Library Cards for other libraries	Outside ILL office, first shelf, file boxes	library cards	Maureen Kennedy	
Second	Invoices	File Cabinet - east wall, 4th drawer down	Paid invoices	Maureen Kennedy	
Third	Files	Right and left lower drawer	Personal files and supplier info	Maureen Kennedy	

Third	Manifest forms	Top southwest drawer of island	shipping logs	Maureen Kennedy	
New Book Room					
First	Sculpture - Lincoln	New Book Room LM 101	sculpture	Kathy Plodowski/Susan Thomas	
Third	Feature Film Collection	LM 1001	DVDs	Kathy Plodowski/Susan Thomas	

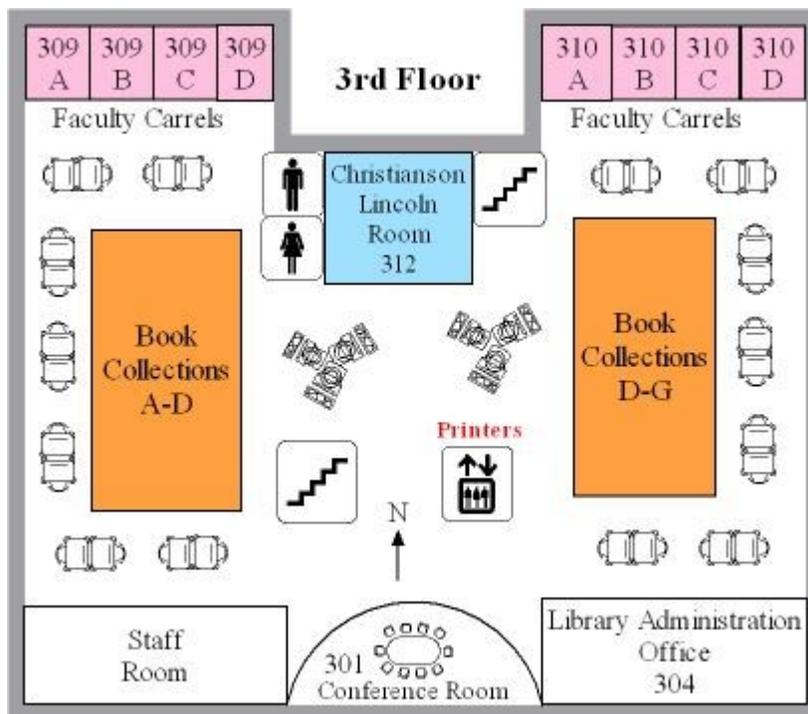
SECOND FLOOR



Salvage Priority	Collection Description	Location	Type of Material	Consultant	Special Instructions/Access
First	IU South Bend Campus Collections	LM 204A – Archives/Special Collections	Casaday Play Bills Boxes: Row 1, Range 1. IUSB Newspapers: Row 3, Range 2 (IUSB Newsletter and Crosscurrents – 1 Box in All) and Row 3, Range 6 (Preface – 10 Boxes in All).	Alison Stankrauff	Key
First	James Lewis Casaday Theater Collection, Faculty Publications, Non-IUSB Small Collections, Special Collections Books IUSB Materials	LM 204A – Archives/Special Collections	James Lewis Casaday: Rows 1, 2, 3, 4, 5 (All Shelving Units) .Annie Belle Boss Collection: Row 1, Range 4 (4 Boxes in All). Marlin Kinman Collection (1 Box in All): On Cabinet Against Window. Frances Moore Collection: Row 3 (In Process of Being Fully Inventoried). James Ruchti Collection: Row 2, Range 1 (Audio Cassettes, Informational Booklets, and bound books. Franklin D. Schurz Collection: Row 1, Last Range (6 Boxes in All). Faculty Publications: Row 1, Range 5 (Bound Books) and in Metal Drawers against windows (6 Drawers’ Worth of Article Files). IUSB Bound Materials: Row 1, Ranges 4, 5 and 6: Preface, IUSB Music and Events Programs, IUSB Masters Theses and bound course materials, Analecta, Currents, IUSB Newsletter, IUSB Update, IUSB Bulletins. Special Collections Books: Row 1, Range 1 and 2 (See Also Special Collections listed below in Room 206). All Civil Rights Heritage Center Collections: Row 1.	Alison Stankrauff	Key

First	Special Collection Books	LM 206 – Archives Office	IUSB South Bend Campus Collection	Alison Stankrauff	Key as well as Key Pad Entry
First	IU South Bend Campus Collections	LM 203A- Archives Store Room	Chancellor Wolfson Collection: Row 1. IUSB Photograph Collection: Row 2, Range 5. IUSB Deans Advisory Council Minutes, Row 2. Schurz Library Dedication Materials: Row 2, Range 4 (2 boxes in all).	Alison Stankrauff	Key
Second	IU South Bend Campus Collections	LM 203A – Archives Store Room	IU Libraries News: Row 2, Range 4. IU Alumni News: Row 3.	Alison Stankrauff	Key
Third	Computer Desk and contents	LM 206 Archives Office	Computer Desk and contents	Alison Stankrauff	Key

THIRD FLOOR

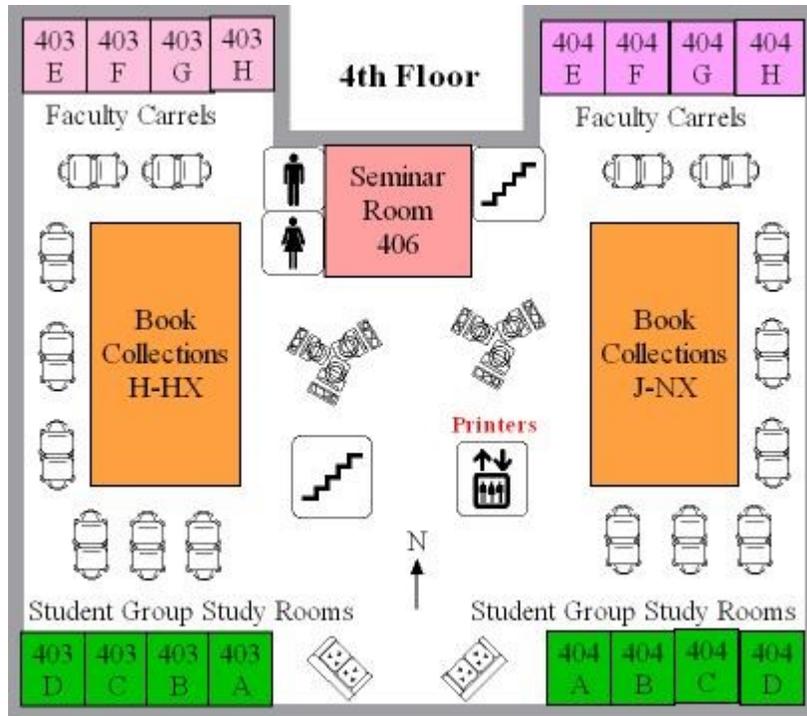


Salvage Priority	Collection Description	Location	Type of Material	Consultant	Special Instructions/Access
First	Lincoln/Christianson Collection	LM 312	Abraham Lincoln's Chair from the White House - silk-upholstered chair in corner of room by the	Alison Stankrauff	Note: Chair and Ribbon are first priority. All other is second priority.

			door. Also campaign ribbon in the first case on the west side of the room that reads "Lincoln."		
Second	Lincoln/Christianson Collection	LM 312	Abraham Lincoln themed collection - books, ephemera, prints. Note: Chair is first priority; all other is Second Priority.	Alison Stankrauff	Key Note: Chair is first priority; all other is Second Priority.
Administration					
First	Administrative Offices	LM304	Anything on top of Administrative Support Specialist's desk		
First	Administrative Offices	LM304A	Anything on top of Business Operations Manager's desk + 2 desk file drawers + 3rd drawer of 4-drawer lateral file	Angie Huff	
First	Administrative Offices	LM304B	Anything on top of Dean of Library Services' desk and top of wooden file cabinet	Vicki Bloom	
First	Workstations	LM 304A and LM304B	Dean of Library Services workstation and Business Manager's workstation	Kirby Cheng	
Third	Administrative Offices	LM304B	First shelf of Dean of Library Services' book shelves + top drawer of file cabinet + computer desk drawers + cabinets	Vicki Bloom	
Third	Administrative Records Retention	5th Floor Storage Closet	Friends and Foundation records + former employee records	Angie Huff	Master Key
Third		Administrative Closet - 5th floor		Angie Huff	Key
General Collection A-G					
First	Indiana History F521-	Third floor bookshelves	Monographs	Susan Thomas	

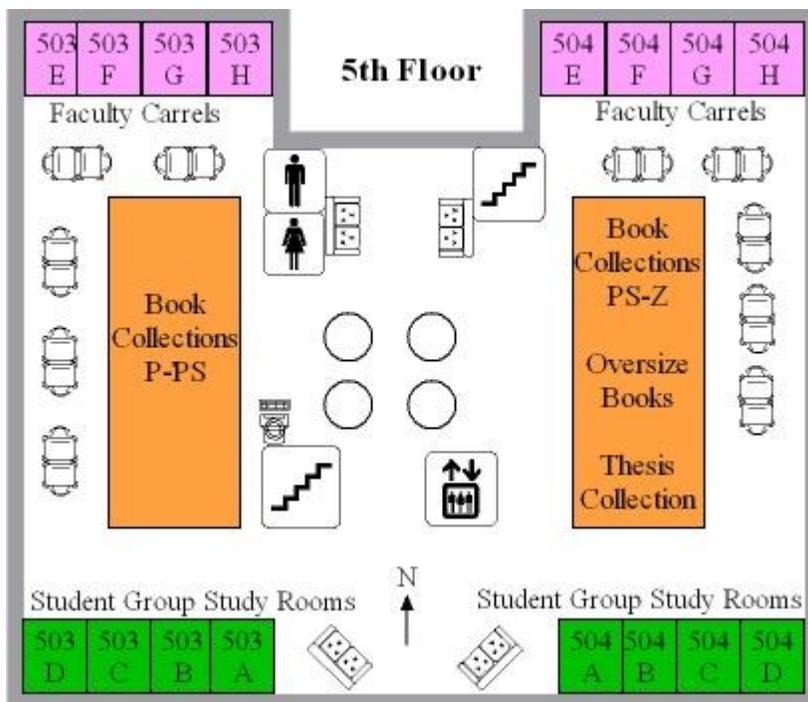
	536				
First	E302	Third floor bookshelves	Monographs	Susan Thomas	Contains important sets
First	E660	Third floor bookshelves	Monographs	Susan Thomas	Contains important sets
Second	Remaining collection A-G	Third floor bookshelves	Monographs	Susan Thomas	

FOURTH FLOOR



Salvage Priority	Collection Description	Location	Type of Material	Consultant	Special Instructions/Access
General Collection H-N					
First	M1-M3	Fourth Floor bookshelves	Monographs	Susan Thomas	Contains important sets
First	Remaining M's	Fourth Floor bookshelves	Monographs	Susan Thomas	
Second	Remaining Collection	Fourth Floor bookshelves	Monographs	Susan Thomas	

FIFTH FLOOR



Salvage Priority	Collection Description	Location	Type of Material	Consultant	Special Instructions/Access
General Collection P-Z					
First	PR-PS	Fifth floor bookshelves	Monographs	Susan Thomas	Contains important sets
Second	Remaining collection	Fifth floor bookshelves	Monographs	Susan Thomas	

Art Inventory

Location	Title	Artist	Media	Status	Dimensions
Tunnel	Inside Amanda	Andrew LaDow	Photograph Print	Donated in 1997	22" x 30"
Tunnel	Interior	Colin Bolinger	Lithograph	Donated in 1997	12" x 10"
Tunnel	Soul Fire	Chris Mammom	Photograph Print	Donated in 1997	7" x 9"
Tunnel	Howard	Annetta Hill	Drawing	Donated in 1997	19" x 25"
Tunnel	Peek-a-Boo	Tara Booth	Photograph Print	Donated in 1997	10" x 8"
Tunnel	To Grandma	Susan Langland West	Photograph Print	Donated in 1997 by Susan, already framed	8.5" x 7"

1st Floor	"Study"	Sumi Chung	Coal or Pencil on Paper	Owned	24" x 19"
1st Floor	Untitled	Phillip Sandee	Framed Oil or Acrylic Painting	Donated by Robert Garman	17" x 12"
1st Floor	Abraham Lincoln Portrait		Collection of Images in Single Frame		24" x 20"
1st Floor	Bust of Lincoln	Designed: Leonard K. Volk; Carved: Luigi Liva	Stone Carving	Gift from Robert Christianson	30" H
2nd Floor	Untitled	Rick Riggs	Paint on Canvas	Owned	31" x 25"
2nd Floor	"All for the love of"	Lyn Hajek	Paint on Paper	Owned	22" x 27"
2nd Floor	"Michiana Dunes / Snow Fence"	Mary Kay Valleau	Paint on Paper	Donated by Psi Iota Xi Sorority; Eta Epsilon Chapter; Owned	37" x 31"
2nd Floor	"Magnolia"	Jacqueline Gnot	Paint on Paper	Donated by Psi Iota Xi Sorority; Eta Epsilon Chapter; Owned	26" x 22"
2nd Floor	"Gypsies"	Maria Fedorov	Paint on Canvas	Donated by Psi Iota Xi Sorority; Eta Epsilon Chapter; Owned	19" x 14"
2nd Floor	"American Memory - Migrant Mother"	Robert Silver	Photomosaic		27" x 21"
2nd Floor	"American Memory - Lincoln"	Robert Silver	Photomosaic		31" x 21"
2nd Floor	James Lewis Casaday (1907-1990)		Image in Frame		18" x 13"
3rd Floor (Office)	Untitled (Art Classroom Scene with Students)	Cassandra Malone	Paint on Canvas	On Loan from Artist	35" x 30"
3rd Floor (Office)	Untitled (Double Frame Art Classroom Scene)	Cassandra Malone	Paint on Canvas	On Loan from Artist	30" x 57"
3rd Floor (Office)	Untitled (Gazebo Bench on Lawn)	Cassandra Malone	Paint on Paper	Owned	30" x 24"
3rd Floor (Office)	"Roman" (?)	Tony Droege	Paint on Canvas	On Loan from Artist	68" x 80"
3rd Floor (Office)	"Springtime Wispings"	Harold Zisla	Paint on Canvas	Owned; Partially donated by Artist	16" x 16"
3rd Floor (Conference Room)	"Flowers For My Father"	Gloria Zeithammer Reinke	Paint on Paper	Owned	31" x 17"
3rd Floor	Bust of Lincoln	Leonard K. Volk	Stone Carving	Gift from Robert Christianson	30" H
4th Floor	"Blues in the Night"	Tony Droege	Paint on Canvas	Gift from Bud Coffman	48" x 37"
4th Floor	Untitled	Jean Logan Krempetz	Paint on Paper	Owned	40" x 18"
4th Floor	Untitled	Jean Logan Krempetz	Paint on Paper	Owned	40" x 18"
4th Floor	"Dancer"	Connie Kassal	Paint on Paper	Donated by Psi Iota Xi Sorority; Eta Epsilon Chapter; Owned	48" x 37"

4th Floor	"Young Woman Reading"	Connie Kassal	Paint on Paper	Donated by Psi Iota Xi Sorority; Eta Epsilon Chapter; Owned	36" x 28"
4th Floor	"The Unplayed Cello"	Harold R. Langland	Metal Sculpture	Owned	(cello) 48" x 18"
4th Floor	"A Poem by Hakushu Kitahara"	Oshu Fujimoto		Owned	17" x 13"
4th Floor	Chinese Handmade Robe	*Chentu, Szechuan China - circa 1944		Donated by James Barkley	47" x 60"
3rd Floor	"Dawn's Early Light"	1997	Quilt	Donated by IUSB Alumni Office	52" x 52"
5th Floor	"Malbork Castle" Hungary; 1/50 Edition	Fred Slaski	Photograph Print	Owned	30" x 24"
5th Floor	Photograph from the "Bedrooms of the Fallen" Exhibit held in the Schurz Library, April 2011. Bedroom of Marine Corporal Nicholas G. Xiarhos, 21, killed in IED attack on July 23, 2009. Home: Yarmouth Port, Massachusetts.	Ashley Gilbertson	Photograph Print, originally shot January 2010.	Donated by Artist	72"x28"
5th Floor	Photograph from the "Bedrooms of the Fallen" Exhibit held in the Schurz Library, April 2011. Bedroom of Marine Corporal Christopher G. Scherer, 21, killed by a sniper, July 21, 2007. Home: East Northport, New York.	Ashley Gilbertson	Photograph Print, originally shot February 2009.	Donated by Artist	78"x27"
5th Floor	"Double Archway" Budapest, Hungary; 1/50 Edition	Fred Slaski	Photograph Print	Owned	30" x 24"

Note: 3rd Floor houses the Lincoln Collection, which consists of 8 framed painted works.

Note: 5th Floor houses the Maasai Collection, which consists of two display cases and 4 painted works.

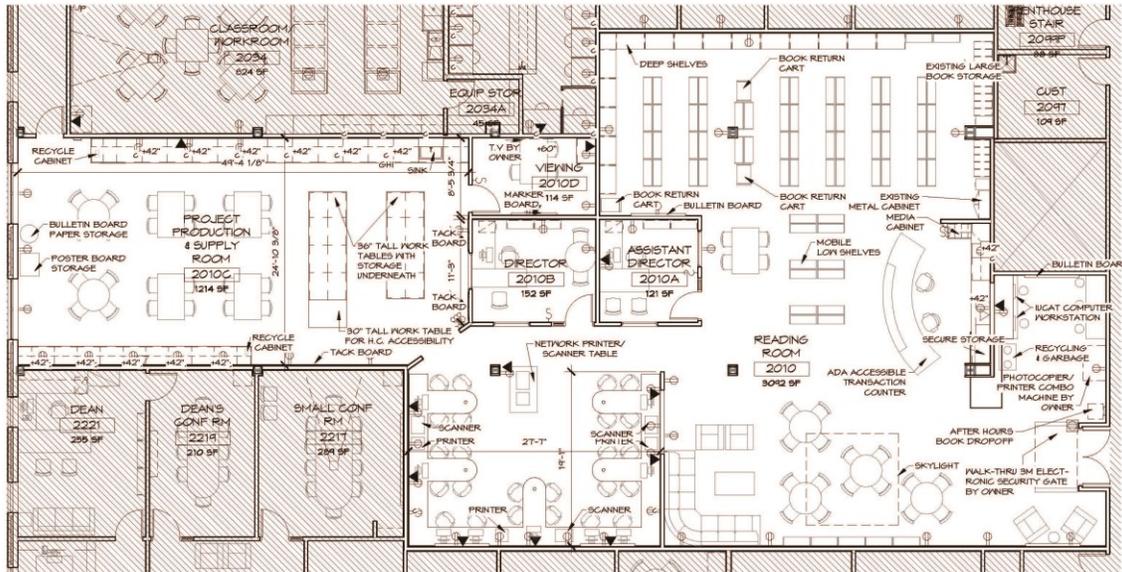
Note: Empty Space indicates Unknown

Note: * indicates artist unknown / place of origin and date known

Wiekamp Educational Resource Commons (revised Spring 2016))

Salvage Priority	Collection Description	Location	Type of Material	Consultant	Special Instructions/Access
First	<p>Curriculum textbooks.</p> <p>Massai Kits(3) Elementary, Middle, High school levels-irreplaceable artifacts, books and lesson plans.</p> <p>Lincoln Highway curriculum kit on wheels 3/4grade. Books and DVDs</p>	<p>Education & Arts Bldg, Room 2010, library area</p> <p>Kits located along south wall in library area & north corner by math manipulatives</p>	<p>PK-12 grade curriculum materials, current and older versions</p> <p>Monographs, Math & science realia, DVDs, CDs, games, puppets, posters, media kits</p>	Kim Parker	<p>contact publishers and state representatives to see if they will replace damaged materials for free.</p> <p>Contact Lincoln highway assoc. president for copies of kit</p>
Second	Equipment:	<p>Education & Arts Bldg</p> <p>Room 2010, 2010A, 2010C, 2010D</p>	<p>4 Die cut machines and 526 Dies, poster printer, Xyron cold laminator, 500 MT lamination press, 18" roller laminator, 200mt dry mount press, comb binder machine, Proclick binder machine, cutting board, rotary cutting board. Computer area: 3 PC computers, 3 Mac computers, 6 PDF scanners, 1 color laser printer. Circulation area: desensitizer, receipt printer, 2 PC computers, cash register, Assistant supervisor office: Epson Wide format printer.</p> <p>Media room: 1 flat tv monitor, Xbox and Wii components, 2 SOE video cameras in bags on hold for class instruction.</p>	<p>Kim Parker</p> <p>Brandon Bauschke</p>	
Third	Office Documents	<p>Education & Arts Bldg</p> <p>Room 2010A/B</p>	<p>Current financial reports and documents pertaining to management of WIEKAMP ERC supplies and resources, data media that contains backup information about WIEKAMP ERC.</p>	<p>Kim Parker</p> <p>Brandon Bauschke</p>	
Third	Supplies	<p>Education & Arts Bldg</p> <p>Room 2010C</p>	<p>Poster board, construction paper, binding supplies, backing paper, transparencies, mounting tissue, poster printer rolls, foam board, lamination film, card stock paper, copy paper, laser toners(4) for office printer and public printer</p>	Kim Parker	

WIEKAMP ERC Reading Room Arts & Education Building floor plans



INDIANA UNIVERSITY SOUTH BEND
Education and Arts Building
Project Number: 20037605

EDUCATION RESOURCE CENTER
1/8" = 1'-0" (4793 SQ. FT.)
01/14/11 ADG

The Wiekamp ERC library floor plan 2014

The Wiekamp ERC library collections are arranged by Subject locations. There are 27 subject locations to hold materials and all materials are arranged by LC call number within each location. The library area has 11 shelf units housing various formats. A key is provided to show where the materials are located in case of a disaster.

Key:

- | | |
|--|--|
| 1. Math manipulatives | 7. Science Curriculum |
| 2. Math curriculum/textbooks | 8. Social Studies, DVDS |
| 3. Art & Reading curriculum/textbooks | 9. Juvenile books |
| 4. Reading curriculum, Child Development, Comprehension skills, Creative Resources | 10. Teaching Aids |
| 5. Early Childhood, Language arts: spelling, English, handwriting; English Language Learners, Health, Literature | 11. Tests |
| 6. Multicultural, Music, Reference, Special Education, World Languages | 12. Big Books |
| | Kits: Maasai (3); Lincoln Highway curriculum kit gr. 3/4 |

SALVAGE ASSESSMENT AND RECOVERY OF WATER DAMAGED MATERIALS

Ninety-five percent of all disaster damage will be the result of water. In most instances of water damage, the first decision to make will be whether to air dry or freeze materials. The following section gives criteria for decision making as well as the instructions for carrying out the drying and freezing of water-damaged materials.

SLIGHTLY DAMP VOLUMES

- Wet edges only; do not need interleaving to soak up excess water; can be air dried.
- Cover drying surface with plain newsprint. Change newsprint as it becomes damp.
- Stand volume on its head (upside down) and fan open slightly. Paperbacks and other books that will not stand on their own may be braced with wooden blocks or other non-metallic supports. Position volumes in path of circulating air, but do not blow fan directly on wet paper as this will cause pages to wrinkle.
- When almost dry, lay the volumes flat and place weights (not other drying books) on them to minimize distortion. Do not use mechanical presses.
- Light-weight, single signature pamphlets may be hung on lines of fishing line to dry. Make lines no more than 5-6 feet long and space at least 1/2" apart.

DAMP VOLUMES

- Wet beyond the edges, but not soaked through; may require some interleaving; can be air dried.
- Interleaving is used to soak up excess moisture in books to speed the air drying process. Use only plain newsprint, white paper towels, or polyester web when interleaving.
- Begin in front and work toward center, placing interleaving sheets every 50 pages or so (25 leaves), in such a way that the book can stand upright on its head when done. Repeat working from back to center.
- Change interleaving frequently, placing new sheets at different places from the last, and in such a way that the book can be turned to stand on the opposite end with each change.
- When interleaving sheets no longer come out wet, continue air drying as for slightly damp volumes.

WET VOLUMES

- Wet to some degree throughout, but not saturated and dripping; can be air dried or frozen for later air drying; will require interleaving.
- These materials will probably be frozen for later freeze drying or, if the number is very small, for air drying.
- When materials are to be air dried, interleave as for damp volumes. Wet paper tears very easily, so care must be taken. The procedure will be much the same for interleaving and air drying damp volumes-- it will just take longer. Be on the alert for mold.

SATURATED VOLUMES

Soaked through; items may have been submerged in water or standing beneath running water; will require intense individual attention to air dry. Freeze drying is the preferred method for saturated materials, but if air drying, proceed as follows:

- Cover drying surface with plastic sheeting then absorbent paper. Paper should be changed as it becomes wet and removed from the drying area to prevent increase in humidity.
- Do not open saturated volumes. Wet paper is fragile.

- Stand volumes on their heads (upside down) and let water drain from books. When changing the paper beneath books, reverse the standing position each time.
- Covers may be opened slightly to support volumes
- Waxed paper may be placed between the cover and end sheet to prevent staining from cover material dyes.
- When most of the water has drained off, proceed with interleaving as for wet volumes.

SPECIAL CONSIDERATIONS FOR WATER DAMAGED BOOKS

Volumes with Coated Stock Paper (slick, glossy paper)

Do not allow wet books with coated stock paper to dry in a closed state as the pages will permanently bond together. Keep volumes wet (packed in plastic-lined containers) or submerged until pages can be separated. If air drying, interleaving must be placed between every leaf. Freeze drying is preferred. Before freezing, several sheets of interleaving may be inserted at intervals throughout the text block to help wick out the moisture during the freeze drying process.

Muddy Volumes

Remove muddy volumes from recovery area, preferably outside. Keep book tightly closed and hold it under clean, cold running water, letting the running water carry off the dirt. Remove as much mud as possible from the binding by dabbing gently with a sponge. Do not rub or use brushes, and do not sponge the pages or their edges, as these actions can force mud into the binding or paper and cause further damage. Squeeze the book gently and with even pressure to remove excess water and to reshape binding. Freeze or air dry according to degree of wetness.

Do not wash open or swollen volumes, vellum or parchment bindings, full or partial leather volumes, fragile or brittle books, books with water soluble components (inks, tempera, water colors, dyes, charcoal, etc.), works of art on paper, or manuscripts.

Moldy Volumes

Mold and mildew can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees and the humidity is over 60%. Materials that have begun to mold should be separated from other materials to prevent contamination. They may be frozen to inhibit further growth and to await treatment by a conservator.

NON-BOOK MATERIALS

Photographs

In general wet photographs should be air dried or frozen as quickly as possible. Films (plastic base materials) appear to be more stable than prints; therefore, prints should be salvaged first.

- Separate photographs from their enclosures, frames, and from each other. If stuck together or adhered to glass, set them aside for freezing and consult a conservator.
- Allow excess water to drain off the photographs.
- Spread the photographs out to dry, face up, laying flat on absorbent material such as blotters, unprinted newsprint, paper towels, or a clean cloth.
- Photographs may curl during drying. They can be flattened later.

Drying Frozen Photographs

- Frozen photographs are best dried by thawing, followed by air drying. As a group of photographs thaws, individual photographs can be carefully peeled from the group and placed face up on a clean, absorbent surface to air dry.
- Vacuum thermal drying is not recommended for photographs.
- Vacuum freeze drying may be used, though gelatin photographs may mottle during the procedure.
- Wet collodion glass plates must never be freeze-dried; they will not survive. This is true for all similar collodion processes such as ambrotypes, collodion lantern slides, and tintypes.

Salvaging Slides

- Slides can be rinsed and dipped in "Photo-flo," slide cleaner, or a similar commercial product and air dried, preferably hung on a line or propped on edge.
- Ideally slides should be removed from their frames for drying and then remounted.
- Slides mounted between glass must be removed from the glass or they will not dry.

Microfilm

- It may be cheaper to replace service copies than to salvage them, but master negatives may be irreplaceable and salvage the only option.
- Put rolls of microfilm in water-tight containers and fill with clean, cold water.
- Send to microfilm processor within 72 hours for washing and drying. (See appendix of supplies and suppliers).

Microfiche

- Microfiche can be separated and air dried with some success, but are prone to water spotting and scratching, so results are usually less than good. It is probably best to replace.

Magnetic Media

Water is especially damaging to magnetic media. The longer they have been wet, the greater the damage will be. Success rates for salvage of magnetic media are extremely low and the process is labor-intensive. If media are dried and saved, they can still cause damage to play-back equipment. A good rule of thumb to follow is not to salvage commercially available tapes and disks. Replacement may ultimately be cheaper. For unique magnetic media, the following may be attempted.

Tapes (audio or video)

- Break open cassettes.
- Wash tape in clean or distilled water if dirty.
- Air dry on sheets of unprinted newsprint.
- Re-record.

Floppy Disks

- Carefully slit open disk jacket and remove disk.

- Rinse off any dirt in clean, tepid water.
- Fan dry by hand (do not use blow dryer).
- When crisis is over, insert the disk into a new jacket (cannibalized from a new disk; this can be reused) and copy with a disk drive. The drive heads should be cleaned frequently.

Sound Recordings -- Vinyl

- Remove disks from sleeves and jackets.
- If labels have separated, mark center of disk with grease pencil and save label to dry like other paper materials.
- Wash disks in distilled water, following the circular grooves of the record.
- Dry thoroughly, again following the grooves, with cheesecloth or other soft, lint-free cloth, or air dry on supports that permit free circulation of air.
- Jackets may be dried as other paper materials.
- Discard plastic album covers.

Compact Discs (CDs)

- Hold disc by outer edges.
- Working out from the center in a straight line, wipe off water or dirt with cheesecloth or other soft, dry cloth.

Unbound Paper Materials

- Loose papers can be dried by spreading them on clean absorbent (unprinted newsprint) flat surfaces in areas where there is good air circulation. Cover with non-woven polyester web if necessary to keep them from blowing away. Do not attempt to flatten; that can be done later if needed. Where the information on the page is the only value, damaged documents need only be dried enough to be handled and photocopied.
- If the number of documents is quite large, or if their value is such that individual attention will be required, the items should be frozen as found. Do not remove from file cabinet drawers, document cases or folders; do not turn containers upside down to empty or drain.
- A stack of wet unbound papers can be separated, but the process takes great care and is very time consuming:
- Place a sheet of polyester film on top of the stack.
- Rub gently with a bone folder. Surface friction will cause the wet paper to adhere to the film.
- Peel back the top sheet and place it on top of a piece of polyester web.
- Remove the polyester film.
- Place wet sheet, supported by the polyester web, on unprinted newsprint on a flat surface and air dry as above.

FIRE DAMAGED MATERIALS

In case of fire, all burned or charred materials will have to be removed from the area before ventilation of smoke and air cleaning can be effective. Items obviously beyond salvage can be placed on book trucks or in boxes or garbage bags and taken to another location for bibliographic control procedures. Those which can be salvaged can be removed to the recovery area.

Smoke and Soot Removal

- If the only damage to books and papers is soot on the outside, it may be possible to remove most of it with a chemical sponge (see list of suppliers' information on obtaining

them). These sponges can be cut down to fit the cleaner's hand and can be washed and reused several times.

- To clean a book, hold closed tightly, and use a gentle stroking motion in one direction sway from the spine toward the fore edge on the head and tail, and the same kind of technique on the fore edge, spine and covers. Continue wiping until no more soot or debris can be removed without damaging the surface area.

Deodorizing

- Charcoal and/or baking soda can be used to deodorize fire-damaged materials. Place charcoal briquettes and/or bowls of baking soda in the area to absorb the odor. If a small number of books are affected, the books and charcoal may be placed inside a closed box or other enclosure. Wait two or three days or until the smell can no longer be detected.

Instructions for In - House Recovery

Pack-Out of Water Damaged Material

1. Pack-Out Supervisors meet with the Dean of Library Services and are briefed on the situation.
2. Pack-Out Supervisors brief team leaders.
3. Teams assemble and begin the packing procedure according to preservation-approved techniques.
4. During packing, ranges and number of boxes are recorded.
5. When trucks arrive, the Pack-Out Supervisors brief the moving crews and oversee the loading of pallets.
6. Pack-Out Supervisors oversee the unloading at the recovery site.
7. Supervisors report progress to Dean of Library Services regularly.

Identify and secure before packing begins:

- Work space (air-drying location, freezer, storage space).
- Transportation.
- Packing area, with room to sort and pack materials.
- Loading area for receipt of supplies and shipping of wet books.
- Route for the removal of full boxes.
- Rest area for workers.

Workers

- Salvage is taxing for workers; plan breaks for rest and refreshment every 75 minutes, or more frequently as needed.

- The Pack-Out Supervisor will select and brief leaders to direct the three or four person

packing teams.

Equipment

- Plastic crates or cardboard boxes.
- Waxed paper or freezer wrap.
- Waterproof marking pens.
- Color - coded tags or labels for boxes (color indicates the level of damage).
- Spiral notebooks to recording materials leaving the library.
- Fans, dehumidifiers, electric generators.
- Book trucks, hand trucks, flat trucks.

Priorities

- Consult priority lists; pack/process in the indicated order.
- Start removing materials from areas closest to the point of access and work back.
- Clear aisles and passageways first; use a human chain to pass items out separately to a packing area; when the aisles are clear, bring the packing crates to the shelves.
- Remove the wettest books first; if water has come from above, start working with the top shelves, if from below, with the bottom shelves.
- If the packing and removal operation will take more than ten hours, loosen tightly packed shelves or boxes so the books and paper do not jam as they swell. Otherwise, leave material packed together on shelves or in record boxes where it will present less surface area for mold growth.
- Books that are actually submerged in water are likely to be in less danger than books that are wet but no longer submerged. After the initial wetting, submerged books will remain more stable and be less vulnerable to mold attack than wet materials exposed to air.

Sorting and Packing

The Pack-Out Supervisor organizes the workers into teams of three or four people and assigns tasks.

Tasks

- Bring, prepare and assemble packing materials.
- Remove damaged materials. Wrap each wet book in freezer paper and place it in a plastic crate spine down.
- Sort materials during packing according to the level of damage and color code boxes appropriately. Boxes should be labeled: Red-1, Red 2, etc.
- Use the notebooks to record items in each box.
- Move crates and boxes to loading point and load trucks.

Guidelines for Packing Wet Library Materials

- Be extremely careful when handling wet materials because they are very fragile.
- Don't unpack structurally sound containers like phase boxes or slip cases (although they may be reinforced by packing inside plastic crates).
- Fill cartons and crates three quarters full.
- Keep identification labels (call numbers and tags) with objects. Don't mark wet paper (but picture frames and reels can be marked with a grease pencil).
- To prevent further damage, do not stack materials in piles on the floor.

Single sheets of paper stored in file folders in file cabinets or boxes - Do not try to separate. Inter-leaf the folders every two inches with freezer paper and pack.

Maps and manuscripts with soluble media (water color, certain inks, pastels, charcoal, tempera) - Do not blot the surface. Quickly freeze or air-dry.

Coated papers (such as glossy magazines) - Keep wet by packing in boxes lined with garbage bags, then freeze.

Framed prints and drawings - If time and space permit, un-frame and pack as single sheets.

Plans, oversized prints, manuscripts, maps in drawers - Sponge standing water out of map drawers. Remove the drawers from the cabinet, ship and freeze them stacked up with 1"- 2" strips of wood laid horizontally between each drawer. Pack loose, flat maps in bread trays, flat boxes, or on plywood sheets covered in polyethylene. Bundle rolled maps very loosely to go in small numbers to the freezer, unless facilities are available for conservators to unroll them.

Books

- Don't open or close wet books or remove wet book covers.
- If the water is dirty, wash the books before freezing.
- Do not wash open books and those with water soluble media.
- Wash closed books in tubs of cold running water and dab away (do not rub) mud with a sponge. Note that time and facilities may limit this treatment.
- Lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard carton.
- Leather, parchment, and vellum bindings are an immediate priority because they distort and disintegrate in water.
- Books with coated papers (slick, glossy paper) should be kept wet by packing inside boxes lined with garbage bags, then frozen.

Paintings

- Drain off excess water and take to a work area for immediate drying. Transport horizontally, if you can. If not, carry the painting facing toward you, holding the sides of the frame with the palms of your hands. Larger paintings should be carried by two people. The order of removal and treatment is: first, the most highly valued; second, the least damaged; third, slightly damaged; and fourth, the severely damaged.

Computer disks

- If the disks are wet, pack them upright in containers of cold, distilled water. Make arrangements to air dry.

Sound and Video Recordings

- If storage boxes are badly damaged, transfer the discs, up to five at a time to milk crates. Pad the bottom of the crates with ethafoam and inter-leaf with ethafoam every 25 records

to absorb shocks. Always transport the discs vertically and hold the discs by their edges. Avoid shocks and jolts during transport.

- For cassettes, pack vertically into egg crates or cardboard cartons. Do not put excessive weight on the sides of the reels or cassettes.

Photographic Materials

- Nitrates with softening emulsions: Freeze immediately and make arrangement to freeze dry. Emulsions are water soluble and could be lost. Other photographs should be kept in wet containers of fresh cold water until they are either air dried or frozen. If allowed to partially dry, they will stick together. Pack inside plastic garbage pails or garbage bags inside boxes. Keep to a minimum the immersion time prior to treatment or freezing.
- Prints, negatives, transparencies: Salvage color photographs first, then prints, then black and white negatives and transparencies. If facilities and personnel are available, air dry. Pack and freeze if not.

Microforms

- Roll Microfilm: It may be cheaper to replace service copies than to salvage them, but master negatives may be irreplaceable and salvage the only option. Put rolls of microfilm in water-tight containers and fill with clean, cold water.
- Send to microfilm processor within 72 hours for washing and drying. (See appendix of supplies and suppliers).

Resources for Disaster Recovery

FEMA Private Nonprofit (PNP) Facility Eligibility

Disaster Assistance Policy 9521.3 http://www.fema.gov/government/grant/pa/9521_3.shtm

Lyrasis: Disaster Prevention and Planning

<http://www.lyrasis.org/Preservation/Disaster%20Resources/Disaster%20Prevention%20and%20Planning.aspx>

Lyrasis: Disaster Recovery Resources

<http://www.lyrasis.org/Preservation/Disaster%20Resources/Disaster%20Recovery%20Resources.aspx>

Lyrasis: Preservation Leaflets

<http://www.lyrasis.org/Preservation/Disaster%20Resources/Publications.aspx?Category=Disaster%20Planning>

Lyrasis: Disaster Resources

<http://www.lyrasis.org/Preservation/Disaster-Resources.aspx>

Disaster Plan Template (Indiana State Government)

<http://www.in.gov/library/files/disastertemplate.pdf>

Heritage Preservation (useful links for Disaster preparedness and recovery)

<http://www.heritagepreservation.org/programs/taskfer.htm>

**Indiana University South Bend
Schurz Libraries**

Disaster Plan

Vendor List

Paul Davis Restoration: Have spoken with this company. Their coverage of all sorts of disaster damages: fire, water, smoke, is extensive. Their company representative has come to the Schurz Library and has an idea of what the items that would need recovery would be.

2301 North Bendix Drive
South Bend, Indiana 46628
(574) 234 – 4400 or (888) 235 – 0383
www.pdrestoration.com

First Response

1919 South Michigan Street
South Bend, Indiana 46613
(574) 288 – 0500 or (800) 909 – 5592
www.FirstResponseDRS.com

Steamatic of Northern Indiana

1820 East 12th Street
Mishawaka, Indiana 46544
(574) 255 – 8947 or (800) 252 - 8947
www.steamatic.com

Munters Moisture Control Services Headquarters, Chicago District Office

Contact: David Poland

Note: Munters has a Code Blue Program, which the IUSB Library has signed up for. It is an agreement that gives IUSB immediate care and assistance in case of disaster. This is a company that the University of Notre Dame uses.

Midwest Region
Document Center
2008 Bloomingdale Rd.
Glendale Heights, Illinois 60139 - 2192
Telephone Toll - Free: (800) 686 - 8377
Fax: (630) 351-7365

E-mail: mcsinfo@munters.com

Website: www.munters.com

Dryco Drying Services

1 West Lake Street, Unit B
Northlake, Illinois 60164
(866) 379 – 2600
www.drycogroup.com

Service Master Clean

288 North Mayflower Road
South Bend, Indiana
(574) 288 – 8348 or (800) 633 – 5703
<http://www.servicemastWiekamp ERClean.com/>

Cultural Preservation and Restoration: This is a company that the University of Notre Dame uses. As IU Bloomington would not be able to assist us in case of disaster, this would be the company that we could use.

3 Foot Bride Land
P.O. Box 617
Blairstown, New Jersey 07825
(908) 362 – 9500
www.cprconservation.com

Polar Leasing Incorporated: Have spoken with this company – we hold their printed information, and they are happy to work with us.

4410 New Haven Avenue
Fort Wayne, Indiana 46803
(260) 428 – 2532 or (877) 428 – 2532
www.polarleasing.com

Computer Hardware and Data Recovery

Electronic Restoration Services: This would be a company that we would use if the salvage and repair of information technologies was beyond our units at IUSB.

11847 Levan Road
Livonia, Michigan 48150
(888) 801 – 8192
www.ers-us.com

ESS Data Recovery, Incorporated: This would be a company that we would use if the salvage and repair of information technologies was beyond our units at IUSB.

120 Executive Drive
Highland, Illinois 62249
(800) 237 4200
www.essdatarecovery.com

Restoration Technologies Incorporated

3695 Prairie Lake Court
Aurora, Illinois 60504
(800) 421 - 9290

www.restorationtechnologies.net

Pac-Van Incorporated: Have spoken with this company – we hold their printed information, and they are happy to work with us.

2995 South Harding Street
Indianapolis, Indiana 46225
(317) 791 – 2020 or (888) 791 – 2020

www.pacvan.com