

# Preservation and Disaster Planning & Recovery

This section of Models & Resources is meant to provide general information on preservation and disaster planning and recovery sources for archivists. Sources are divided into four sub-sections: *Preservation and Disaster Planning Resources*, *Preservation Resources*, *Disaster Planning and Recovery Resources*, and *Disaster Plan Samples*. Sources are listed alphabetically in each sub-section. This resource is not meant to be comprehensive in scope, but serves to provide a general overview of the variety of sources that are available on the internet.

## **Preservation and Disaster Planning Resources**

This section provides links to various websites that contain information on both preservation and disaster planning. Sources are listed alphabetically.

### **American Institute for Conservation of Historic and Artistic Works**

<http://aic.stanford.edu>

The AIC exists to support the conservation professionals who preserve our cultural heritage. The AIC plays a crucial role in establishing and upholding professional standards, promoting research and publications, and providing educational opportunities.

This website includes information on Disaster Response and Recovery, Guidelines for Selecting a Conservator, and a section on Caring for Your Treasures.

### **Conservation Center for Art and Historic Artifacts**

<http://www.ccaha.org>

CCAHA's mission is to provide expertise and leadership in the preservation of the world's cultural heritage. CCAHA specializes in the treatment of works of art and artifacts on paper, such as drawings, prints, maps, posters, historic wallpaper, photographs, rare books, scrapbooks, and manuscripts, as well as related materials such as parchment and papyrus. CCAHA also offers on-site consultation services, educational programs and seminars, internships, and emergency conservation services.

This site contains an Emergency Resource Guide under Publications as well as a Glossary.

### **CoOL – Conservation OnLine**

<http://palimpsest.stanford.edu>

CoOL, a project of the Preservation Department of Stanford University Libraries and Academic Information Resources, is a full text library of conservation information covering a wide spectrum of topics of interest to those involved with the conservation of library, archives, and museum materials. The content of CoOL comes from a variety of sources.

This site contains an alphabetical listing of Conservation Topics, an open text search engine, and the new The Video Preservation Web Site.

## **Heritage Preservation – The National Institute for Conservation**

<http://www.heritagepreservation.org>

This site provides information on the Heritage Emergency National Task Force and its Lessons Applied Initiative. There is also a link to their Conservation Assessment Program.

## **Intermuseum Conservation Association**

<http://www.ica-artconservation.org>

ICA is a nonprofit regional conservation center dedicated to the preservation of works of art and objects of cultural significance. This site contains information about ICA's Educational Programs, Conservation Services, and Preservation Services.

## **National Archives and Records Administration**

### **Facilities Management**

*NARA Technical Information Paper Number 13 (1997)*

[www.archives.gov/preservation/technical/tip13.pdf](http://www.archives.gov/preservation/technical/tip13.pdf)

This publication details the design efforts to create NARA's Archives II facility with state-of-the-art systems and environments that adhered to the strict conditions necessary for the long-term protection of records. The publication provides information on Records Storage Environments, Archival Finishes, High-Density Mobile Shelving, Fire Protection, and Security.

## **Northeast Document Conservation Center**

<http://www.nedcc.org>

The NEDCC is a nonprofit, regional conservation center specializing in the preservation of paper-based materials. NEDCC serves libraries, archives, museums, historical societies, and other collections-holding institutions, as well as private collections. They provide conservation services, imaging services, surveys and consultations, workshops and conferences, preservation resources, and disaster assistance.

Of particular note on this site is "dPlan: The Online Disaster Planning Tool."

## **Regional Alliance for Preservation**

<http://www.rap-arcc.org>

Regional Alliance for Preservation members present training programs, provide conservation and preservation services, create publications to assist institutions in caring for their collections, and provide free technical advice to collecting institutions across the country. The Publications and Resources section has bibliographies, links to related organizations, and an archive of past RAP newsletters. The searchable bibliography includes access to full text reports and documents. Specialized bibliographies have been prepared to answer common collection care concerns for libraries, archives, museums, historical societies, and house museums.

## **SOLINET, Inc.**

<http://www.solinet.net>

SOLINET – the Southeastern Library Network, Inc. – is a nonprofit library cooperative serving the Southeastern United States and the Caribbean. On this site under Programs and Services, select Preservation and Access for information on classes, publications, Disaster Mitigation and Recovery Resources, and Disaster Prevention and Planning.

## **Preservation Resources**

This section provides links to various websites that contain specialized information on preservation topics and issues. Sources are listed alphabetically.

### **Definition**

1. The professional discipline of protecting materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property. 2. The act of keeping from harm, injury, decay or destruction, especially through noninvasive treatment.

*(A Glossary of Archival & Records Terminology by Richard Pearce-Moses, SAA, 2005)*

### **Council on Library and Information Resources, National Technology Alliance**

*Magnetic Tape Storage and Handling*

<http://www.clir.org/pubs/reports/pub54/index.html>

The report “Magnetic Tape Storage and Handling: A Guide for Libraries and Archives” is a joint project of the Commission on Preservation and Access and the National Media Laboratory. The initiative encourages new techniques and technologies to manage chemical deterioration in library and archival collections and to extend their useful life.

### **Image Permanence Institute**

<http://www.imagepermanenceinstitute.org>

The Image Permanence Institute is a university-based, nonprofit research laboratory devoted to scientific research in the preservation of visual and other forms of recorded information. IPI was founded in 1985 through the combined efforts and sponsorship of the Rochester Institute of Technology and the Society for Imaging Science and Technology.

An extensive Bibliography, a Glossary, and information about Educational Programs, Consulting Services, Collection Surveys, and Environmental Analysis Services are found on this site.

### **National Film Preservation Foundation**

<http://www.filmpreservation.org>

The NFPF is the nonprofit organization created by the U.S. Congress to help save America’s film heritage. They support activities nationwide that preserve American film and improve film access for study, education, and exhibition.

This site contains information on Preservation Basics for Film and Funding Opportunities for film preservation.

## **Disaster Planning & Recovery Resources**

This section provides links to websites that contain information specific to Disaster Planning and Recovery. Sources are listed alphabetically.

### **Council of State Archivists**

*Emergency Preparedness Initiative*

<http://www.statearchivists.org/prepare>

The Emergency Preparedness Initiative, led by the Council of State Archivists, was prompted by the devastating impact of the 2005 hurricane season on records and archives. The Framework on Emergency Preparedness provides information on Guidelines for Implementing the Framework for Emergency Preparedness, Assessment, the Pocket Response Plan (PReP), and a Toolkit. The Toolkit provides links to selected resources designed to help prepare for or recover from natural disasters and other emergencies.

### **dPlan – Northeast Document Conservation Center**

<http://www.dplan.org>

The free online “dPlan: The Online Disaster Planning Tool” template is designed help institutions write comprehensive disaster plans. dPlan provides an easy-to-use template that allows institutions of all sizes to develop a customized plan. Each institution’s password-protected plan is stored on a secure server. An automatic e-mail is sent every six months with a reminder to update the plan. The template will walk you through the planning process.

## **Disaster Plan Samples**

This section provides samples of Disaster Plans from a variety of different institutions.

### **Cornell University**

<http://www.library.cornell.edu/preservation/emergencies/index.html>

### **Florida Department of State, State Library and Archives of Florida**

<http://dlis.dos.state.fl.us/disasterrecovery>

### **Minnesota Historical Society**

*Disaster Plan*

<http://www.mnhs.org/preserve/conservation/reports/emergencyplan.pdf>