

***Policies, Procedures and Collections Management:
Mote Library and Archive's Special Collections¹***

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¹ For the purposes of these policies, “Mote Library” or simply “Library” refers to the entity overseeing and controlling the special collections. “Mote Library” is interchangeable with all of the following names and refers to the same entity: Mote Marine Laboratory Library and Archives, and Arthur Vining Davis Library and Archives.

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Section 1. Statement of Purpose

1.1 Overview

Mote Marine Laboratory, Inc. has been a leader in marine research since it was founded in 1955. It is an independent nonprofit organization and includes three areas of concentration for marine research, a research Library, a public Aquarium which serves nearly 400,000 visitors a year, and an Education Division specializing in public programs for all ages. Mote recognizes the importance of advancing the understanding of sea science to the general public and incorporates extensive public outreach. As a key part of its mission. Mote Marine Laboratory is also one of the world's few remaining private marine research laboratories and, as a nonprofit organization, is funded through federal, state, and local grants and through the generosity of individual donors and foundations.

The Arthur Vining Davis Library is a special marine research library located at the main Mote research facility. The Library serves the Mote staff, interns and volunteers, and also assists academia, government agencies, the general public, and the international scientific community. It is open to the public for research, provides reference service onsite, by phone, email and through the Mote website via info@mote.org; participates in reciprocal borrowing through OCLC; and maintains an open-access repository (DSpace) of Mote's publications.

1.2 Mission Statement

Mote Marine Laboratory is dedicated to the advancement of marine and environmental sciences through scientific research, education and public outreach, leading to new discoveries, revitalization and sustainability of our oceans and greater public understanding of our marine resources. Mote Library is committed to supporting this mission and increasing the understanding of “sea science.”

1.3 History and Physical Facility

From its humble beginnings in a tiny shed in a small Florida town, Cape Haze Marine Laboratory (original lab name) has expanded to include a 10.5-acre campus on City Island in Sarasota, Fla., with a public aquarium. Mote Marine Laboratory also includes the Mote Aquaculture Park (MAP) located 15 miles inland, a public display in Key West, and field stations in Summerland Key and Charlotte Harbor. Florida's extensive coastline and marine and estuarine environments have enabled Mote scientists to build a platform of marine research conducted in the nearshore environment. From its original focus on sharks, Mote research has expanded to include the following areas of concentration organized into three research units: Marine Biology & Conservation, Fisheries & Aquaculture, and Environmental Health & Ocean Technology. While each department focuses on its own specialty, Mote scientists are able to partner with others within the lab to integrate efforts across a number of fields. This approach has led to discoveries that establish Mote as a global leader in many areas of marine science.

The Arthur Vining Davis Library was established in 1978 when Mote opened its City Island location after moving from Siesta Key. The Arthur Vining Davis Foundation donated grant funds

for shelving and furniture for the space. The Library moved to its current 1250 square foot location in the new connector building in December of 1998. Mote Library's acquisition of special collections began in 1957 with the *Collected Papers from the Cape Haze Marine Laboratory* which continued as the *Collected Papers from Mote Marine Laboratory*. The *Mote Technical Report* (MTR) series began in the late 1960s. Both series continue today and are housed in the library's compact shelving on the 2nd floor of the main research building. The Library's Special Collections continued to grow with the 1984 donation of the Charles M. Breder Jr. materials.

Special collections at the time of this publication include:

Collected Papers from Mote Marine Laboratory: Vol. 1 1957-1963 (from the Cape Haze Marine Laboratory) and Vols. 2-16 1964-2008 contain 1,000 peer-reviewed papers published by Mote staff. The volumes are available in the Library for public review.

Mote Technical Reports, 1967-present: (60 linear feet) The MTRs include scientific, technical data reflecting the research performed at the laboratory by Mote staff. Subject areas include fisheries, aquaculture, shark biological and biomedical research, marine mammals, sea turtles, coral reefs, ecotoxicology, and coastal, estuarine and freshwater research. Geographic areas include Southwest Florida, Florida Keys, the Panhandle, Caribbean, Gulf of Mexico, Florida rivers and other U.S. and international locations. Print versions are archived in the Library's compact shelving. A number of reports have been digitized and are in the Library's e-repository.

Mote Marine Laboratory and Aquarium Archives: This collection includes institutional publications, slides, newsletters, and miscellaneous papers relating to the history of Mote Marine Laboratory. These items are housed in the Library's compact shelving. This collection is currently being processed.

Cape Haze Marine Laboratory Collection & the Mary Edwards Braden Papers: (1 document case, approximately ½ linear foot) This small collection was a gift from the University of South Florida Special Collections Library, Tampa, Florida; 2005. The Cape Haze Marine Laboratory was established in January, 1955 in Placida, Florida by William H. and Alfred G. Vanderbilt and directed by Dr. Eugenie Clark. It was incorporated as a non-profit organization in June, 1955. The laboratory was renamed Mote Marine Laboratory in 1967. This collection includes stationery, newsletters (1960-1968), brochures, reports, press releases and correspondence to Mary Edwards Braden, (a photographer), newspaper and magazine articles, laboratory and field photographs, specimen and facility photographs, personal photographs, and assorted (non-Cape Haze) materials including aquarium brochures and research articles. This collection is stored in the archival room on the 3rd floor.

Bass Biological Laboratory Collection, 1931-1944: (28 linear feet) The Bass Biological Laboratory was one of Florida's first year-round, (and also co-educational) marine laboratories and first collecting station. It was established by John F. Bass, Jr. and operated in Englewood, Florida. Bass records include critical information on the coastal environment of Lemon Bay, Charlotte Harbor, and the inshore Gulf of Mexico before it was drastically altered by coastal

development following World War II. The collection discusses biological research done in Tarpon Springs, Florida, and the 1939 New York World's Fair. The records also describe socio-economic conditions of the lives and times of resident and visiting men and women scientists, including approximately 100 internationally acclaimed American and some European scholars, living and working in a small Florida fishing village during the Great Depression. This collection is stored in the archival room on the 3rd floor.

Charles M. Breder, Jr. (1897-1983) Collection, 1921-1976: (16 linear feet) Prominent ichthyologist associated with numerous U.S. marine and biological societies and organizations and was interim director of Mote in 1967. The collection materials cover 1921–1976 and include 28 handwritten field and laboratory journals, a species log from Sandy Hook Bay, New Jersey, a selection of hand-drawn fish illustrations, a personal bibliography and chronology of his work, and two record cartons of photographs depicting research expeditions, sea voyages, marine specimens and the people he knew. This collection is stored in the archival room on the 3rd floor.

Eugenie Clark, Ph.D. Collection: This collection includes publications, photographs, and miscellaneous papers relating Dr. Clark and to the history of Mote Marine Laboratory. These items are housed in the Library's compact shelving. This collection is currently being processed.

Perry W. Gilbert, Ph.D. (1912-2000) Collection, 1944-1992: (27 linear feet) Cornell University professor, noted shark researcher and Mote Marine Laboratory Director 1967-1978. The materials cover 1944-1992 and contain fascinating information on shark investigations and the development of Mote as a major center for shark and marine research. The collection includes Dr. Gilbert's published papers, articles, and books; correspondence with other researchers, the U.S. Navy and legendary figures e.g. Lloyd Bridges, Peter Benchley, and Jacques-Yves Cousteau; documents on the development of shark repellents and the expansion of Mote; and photographs of sharks and other sea life. Through his years of teaching and research in comparative anatomy he influenced thousands of students and an entire field of biological science. During his career he was involved with the Lerner Marine Laboratory in the Bahamas, Mt. Desert Island Biological Laboratory in Maine, the Marine Biological Laboratory at Woods Hole, Massachusetts, the Scripps Institution of Oceanography in California and various laboratories in Hawaii, the South Seas, Australia, South Africa, and Japan. This collection is located in the Library's compact shelving.

Mina Walther (1908-2003) Collection, 1977-2003: (14 linear feet) Biology teacher and nature writer. The materials include her research books and 26 years of newspaper columns written between 1977-2003 generally on Florida nature and wildlife, as well as a slide collection of her world travels. Ms. Walther wrote the column *Tide Lines* for the Sarasota Herald-Tribune from 1977-2003. A posthumous anthology of her articles has been published by the Mote Library-*Nature Is Wonderful*. This collection is located in the Library's compact shelving.

Herman Gross Collection, Herman Gross's donation of more than 30,000 underwater slides is housed in the Mote Library. This extensive collection includes color images of corals and thousands of other species of undersea life from all over the world including the Red Sea, Palau,

Fiji, the British and U.S. Virgin Islands and Indonesia. This collection is stored in four vertical filing cabinets within the Library.

Many of Mote's special collections remained in storage for a number of years, and processing is an ongoing project. Mote Library's special collections are housed in two (2) locations within the main research laboratory: The main library's compact shelving on the 2nd floor and an archival room on the third floor. The archival room has restricted access, temperature and humidity controls, and is monitored regularly.

- The Cape Haze, Breder and Bass collections are housed in archival boxes in the archival room.
- The Herman Gross Collection is stored in four vertical filing cabinets and the items are sorted by subject.
- The *Collected Papers* and *Mote Technical Reports* (MTRs) are stored in compact shelving in the Mote Library and are sorted numerically.
- The Eugenie Clark, Perry Gilbert, Mina Walther and general Mote materials are stored in compact shelving in the Mote Library.

1.4 Scope of Collections

The six larger archival collections at Mote Library include:

- Mote Technical Reports (MTRs) (60 linear feet)
- Bass Biological Laboratory Collection (28 linear feet)
- Dr. Charles M. Breder Jr.'s field journals and photographs (16 linear feet)
- Perry Gilbert Collection (27 linear feet)
- Mina Walther newspaper columns and slides (14 linear feet)
- Herman Gross Collection (40 linear feet).

Smaller Collections:

- Collected Papers from Mote Marine Laboratory (16 volumes)
- Cape Haze Marine Laboratory Collection & the Mary Edwards Braden Papers (1 document case, approximately ½ linear foot)

In Process:

- Mote Marine Laboratory and Aquarium Collection
- Eugenie Clark, Ph.D.

These extensive archival collections contain a wealth of information to support research in many areas of historical inquiry, including but not limited to the history of subtropical coastal environments, social history, biographical information, Depression-era socio-economic conditions and interpersonal relationships, zoological and aquatic research, and biomedical developments.

1.5 Collection Goals

The present and future goals of Mote Library's archival program is to collect, preserve, and make available to the public records of intrinsic or enduring value relating to Mote Marine

Laboratory: the organization, associated people, and research. Mote Library also collects data relating to the history of marine, aquatic, and scientific research in the state of Florida for its special collections.

Section 2. Code of Ethics

2.1 Introduction

We, as archives and history professionals (staff, interns, and volunteers), dedicate ourselves to carrying out the mission of this organization. The Mote Library obeys the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

We will do the following:

- Protect the assets of the Mote Library & Archives special collections while serving the best interests of the community.
- Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, truthfulness, honesty, efficiency, and effectiveness.
- Expect to be treated and to treat others with respect. Respect the opinions of and the differences among individuals.
- Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, abilities, age, or national origin.
- Respect and protect privileged information to which we have access in the course of our official duties.
- Strive for personal and professional excellence and encourage the professional developments of others.
- Build professional reputations on the merit of services and refrain from competing unethically with peer organizations.

2.2 Governance

The Mote Board of Trustees holds ultimate responsibility for Mote Marine Laboratory and Aquarium, its various assets, financial assets, and staff. The President carries out the policies established by the Board of Trustees and oversees operation of all facilities, supported by Mote staff and volunteers.

All responsibility for Mote Library and its special collections rests with the Library Director. The Library Director is responsible for decisions regarding the care and management of all special collections and may accept, decline, maintain, or dispose of any item belonging to the Library providing procedures are followed and appropriate paperwork is completed. The Library Director is supported by library staff (when applicable) and volunteers. The Library's operating budget is approved by Mote's President and Board, and all Library spending over \$500 must be approved by the President. These Policies govern the special collections in the Mote Library.

2.3 Collections

Mote Library's special collections are acquired, preserved, arranged and described in order to be accessed and used by staff, researchers, and the general public. To ensure these collections will remain available for use by future generations, a concerted effort is made to balance collection access with current preservation standards and practices. This balance consists of utilizing reference copies where necessary and providing online or digital access to certain materials in order to reduce handling of originals. In order to provide optimal access, maintaining researcher agreements, collection access policies, and the Mote Library and Archives Preservation Plan (see Appendix A) is essential for continued use and availability of collections.

2.4 Individual Conduct

Mote Library staff and volunteers will disclose any personal collecting activities which may conflict with Mote Library's special collections. Staff and volunteers will not use Special Collection items in their home for any personal purpose. Staff and volunteers will not store items in their home without written approval of the Library Director and then only on a temporary basis in the case of special presentations, emergencies, etc.

Section 3. Acquisition of Objects

3.1 Definitions

Sections of the following definitions have been taken from the American Association of Museums glossary and the Society of American Archivists glossary, by Richard Pearce-Moses. Please see the reference section in Appendix E for more complete citations and the glossary in Appendix G for additional terminology.

Accessioning: The formal process used to legally accept and record archival material as a collection item. Accessioning is also the creation of an immediate, brief, and permanent record utilizing a control number or unique identifier (e.g. 2008.09.49, 17-2008) for materials added to the permanent collection from the same source at the same time, and for which the Mote Library has custody, right, or title.

Evidential value: 1. Value that lies in the organic creation of the records and their use to the creating organization itself. 2. The quality of records that provides information about the origins, functions, and activities of their creator. 3. The importance or usefulness of something to prove or disprove a fact.

Informational value: Content based value. The usefulness or significance of materials based on their content, independent of any intrinsic or evidential value.

Intrinsic value: Age, uniqueness, controversy- Intrinsic value exists where the original is the only acceptable format for researchers. The usefulness or significance of an item derived from its physical or associational qualities, inherent in its original form and generally independent of its content, that are integral to its material nature and would be lost in reproduction.

Provenance: Refers to the origin or source of an item, and to information regarding the origins, custody, and ownership of an item or collection. Provenance is a fundamental principle of archives, referring to the individual, family, or organization that created or received the items in a collection. The principle of provenance or the *respect des fonds* dictates that records of different origins (provenance) be kept separate to preserve their context.

3.2 Accession/Acquisition Criteria and Priorities

The Mote Library and Archives will accept only items of historical or scientific value for which it will eventually be able to provide storage, security, preservation, and description. According to the Society of American Archivists, objects have historical value if they possess intrinsic, evidential, or informational value (see Section 3.1 Definitions). Any item accepted to Mote Library's collections must be in accordance with Mote Marine Laboratory's mission statement.

The Mote Library will not accept any materials for the special collections which will be permanently closed to the public. Items under consideration for selection must meet at least one of the following criteria:

- The item must be consistent with the Mote Library and Archives collection policy and goals.
- The item may be useful for educational or promotional purposes, such as exhibits.
- The item has intrinsic, evidential, or informational value (see above).
- The item has been owned by, created by, or associated with a notable person or organization with a connection to Mote.
- The item has definite research and scholarly potential for the near and/or distant future.

Mote Library is particularly interested in acquiring items for its special collections relating to existing collections, Florida environments, and notable people affiliated with Mote. Ideal acquisitions are those that can be processed, described, and made available in a reasonable amount of time, with unrestricted access, minimal preservation concerns, and are stable enough to be used.

3.3 Acquisition Methods

The preferred method of acquiring materials for the special collections is through unconditional gifts and donations from individuals, families and estates, and organizations. Items may occasionally be exchanged or purchased if the item(s) will significantly increase the value of the special collections. Every attempt will be made to obtain items through donation prior to the decision to purchase. Mote policy states that any purchases or exchanges with a value over \$500 must be approved by the President and all purchases over \$25 must be accompanied by a Purchase Order. Any exchanges must improve and not devalue the collections, must follow deaccession procedures, and must be with a comparable organization (e.g. non-profit, library, historical organization, etc.).

3.4 Acquisition Documentation

The documentary value of an archival collection is the principal criteria of its excellence and accession records should therefore be of the highest order of accuracy and completeness. To this end, each item acquired should have a **provenance** as completely documented as possible. An inadequate provenance may give rise to doubt as to the quality, authenticity, and truthfulness of an item. Gifts and donations must be accompanied by a Deed of Gift, a donation form where applicable, and proper title and provenance. An accession form for incoming donations will be filled out and kept with the deed of gift and additional paperwork (for the forms listed in this section, please refer to Appendix F, Forms).

Accession Number. Incoming donations will be assigned an accession number with a two letter code followed by the four digit year, a dash, a unique collection number, a dash, and the sequential number of the donation. Additional donations to the same collection will have the same collection number. (e.g. Bass Lab donations from 1989 and 2010 would be listed as: BL1989-02-01 and BL2010-02-02, respectively). Each donation and collection's paperwork

shall be maintained by the Library Director and will be considered essential or vital records in an emergency.

3.5 Copyright and Property Rights

Items will only be accepted when the Mote Library has established that their provenance complies with all local, state, national, and international laws regarding cultural property. For all acquisitions, the Library Director or designated appointee will actively seek in writing a transfer of complete copyright and other associated rights and privileges from the owner to the Mote Library. If the Library is unable to obtain the transfer of these rights, the Library Director or designated appointee will obtain written permission from the holder of the rights for reproduction or any other use of the item.

The donation form formalizes the passage of associated rights of donated items. It is the responsibility of the Library Director or designated appointee to send this form or obtain the donor's signature on this form. The associated rights of the donated item will pass only through the signature of the donor or other legal owner of these rights. A Deed of Gift form must be completed and kept on file giving Mote Library unconditional rights to the donated item. All donations may be kept or disposed of as the Library Director sees fit unless the donor agreement specifically states otherwise. It is preferable to obtain intellectual rights to donated items to allow for the option of digitization at a later date.

In the case of purchased objects, the Library Director will seek the transfer of the associated rights of all purchased objects. The Library Director will ensure that the purchase order specifies that the associated rights are transferred to the Mote Library with the purchase of the item. Mote Library has ownership of the copyright and all associated rights of all art, records, and materials created for or by the Mote Library.

3.6 Special Considerations

The Library Director may decide to accept items with unclear provenance if: there is no indication of unethical acquisition by the donor, the Library Director is reasonably certain of the item's origin, or if the Library Director has a reasonable expectation of being able to attain clear title and provenance within a period of 2 years. Items that are not in stable condition, are difficult to read, require special conservation attention, or have limited use potential will be evaluated on a case by case basis by the Library Director for inclusion in the special collections.

3.7 Donor Restrictions

Mote Library will accept reasonable donor restrictions on public access to the collections provided the restrictions expire within a reasonable length of time, the specifics of which will be decided by the Library Director and based on the long-term value of the material.

3.8 Acceptance Conditions

The Mote Library will not accept items with the following conditions:

- Items with undue restrictions (see above).
- Items to which there is not a clear title or provenance and no expectation of gaining one (see Special Considerations 3.6).
- Items which must be permanently on display.
- Items donated solely to promote a financial, commercial, or publicity gain for the donor (e.g. corporations).
- Items for which the Library already possesses a duplicate copy unless the item warrants more than one copy, in which case the decision whether or not to accession rests with the Library Director.
- Items for which the Mote Library and Archives cannot provide adequate storage, description and access at any point in the future without jeopardizing the storage of other items.
- Items for which the transport, care, and housing requires undue cost.
- Items that cannot be preserved with standard preservation practices or minimal conservation work, unless the value of the item warrants its acceptance, the decision for which is at the discretion of the Library Director.

3.9 Appraisals and Authentication

To avoid potential legal issues, the Library Director will deny requests from donors or others for appraisals by the Mote Library staff or volunteers. Nor will Mote Library staff or volunteers perform appraisals on donated or purchased items. Necessary appraisals will be carried out by a qualified and objective third party professional.

3.10 Undocumented Items

Undocumented items are items in the possession of the Mote Library and Archives without a record of their donation and reason for inclusion. Without documentation, Mote Library cannot assume ownership of these items or dispose of them. Every effort will be made to obtain documentation for undocumented items. Where this is not possible, Mote Library will follow Florida State Law on abandoned property and outstanding loans in order to gain clear title to the item, and either incorporate the item into its collection or dispose of the item.

Section 4. Deaccessioning

4.1 Definition

Deaccessioning is the formal process used to permanently remove an object from the collections of the Mote Library's special collections (not general library holdings). Deaccessioning may involve the physical disposal of the item, donation to another institution, return to the donor, or sale.

4.2 Criteria

Mote Library Special Collection items may be deaccessioned unless there are restrictions to the contrary. In the case of non-routine deaccessioning resulting from theft or the mysterious disappearance of an object, sufficient time will be allowed for possible recovery or for additional information to be gathered before any deaccessioning takes place.

Reasons for deaccessioning may include:

- Items that cease to fit with the Mote Library and Archives mission and collecting goals.
- Items that duplicate existing items where additional copies are not needed or cannot be stored.
- Items whose preservation needs are beyond what Mote Library can provide or items that have deteriorated beyond usability.
- Items that cannot be properly used, described, or cared for by Mote Library and another institution could provide a better home.
- Items that have been severely damaged in a disaster and its retention would cause undue harm to the other collections, Mote Library, or personnel in terms of cost, health risks, etc. Examples include expensive repairs and mold.

4.3 Deaccessioning Documentation

Documentation will consist of a deaccession form which states the reason for removal from the collection and the proposed final disposition of the item. The Library Director will determine from the accession record that there is no legal impediment to the deaccession of the particular item, decide what to do with the item, and will sign the deaccession form.

4.4 Donations

Any deaccessioned items to be donated will preferably go to a similar organization and donation paperwork will be completed and kept on file by the Library Director. No items may be donated that were deaccessioned for reasons relating to the health and safety of library staff and volunteers.

4.5 Exchanges and Sales

Exchanges and sales of deaccessioned items will only take place if there is no legal restriction on doing so. Exchanges will only be made with peer institutions. All sales profits will go to the Library Special Fund.

4.6 Thefts and Disappearances

Deaccessions resulting from theft or disappearance will take place five years after the apparent date of theft or disappearance, unless the item has been recovered or definite proof of destruction is obtained prior to that date. The deaccession form will explain the circumstances surrounding theft or disappearance.

4.7 Donor Notification

Donors will generally not be notified of deaccessions unless notification was requested upon their donation, or if Mote Library intends to return the item to the donor. All donations are presumed to be unconditional unless otherwise noted, allowing the Library Director to keep or dispose of items at their discretion. The Library Director may choose to notify donors as a courtesy.

Section 5. Loans

5.1 Definition

Loans are temporary assignments of collection items from Mote Library's special collections or temporary assignments of similar objects to the Mote Library and Archives for stated museum purposes, such as exhibition or research. These assignments do not involve a change in ownership.

5.2 Loan Policy

Some items from Mote Library's special collections may be loaned to other organizations for educational exhibits or scholarly research. Loans will not be made to individuals. Essential, rare, or fragile items, or items restricted by donors, may not be loaned out. All loans must be approved by the Library Director. Mote Library may accept loans of related material for temporary exhibition and research purposes if the Library Director deems it desirable.

The Mote Library will loan items to institutions for up to one year. If an institution requests an extension, the Library Director will evaluate the request based on the projected needs of the Mote Library in addition to the borrowing institution's willingness to comply with the terms of the loan. Mote Library does not loan items for indefinite periods, nor are extensions automatic. These time period limitations may not apply to research loans. No loaned item may be altered, dismantled, or used for commercial gain. Only trained personnel approved by the Library Director at both the lending and borrowing institutions of any loan agreement will handle loan items.

5.3 Outgoing Loan Criteria

Any institution seeking a loan must have the facilities and capability to appropriately house and care for the item from the Mote Library's special collections. If items will be on exhibit, the environmental conditions, access to the items, and security must be acceptable to the Library Director. The borrowing agency must be a legitimate institution and all paperwork must be in order before any loan is carried out. Items will not be loaned unless they are in sound condition and able to be used in an exhibit without sustaining undue harm, or unless a conservation contract is negotiated. All loaned objects other than those in the process of undergoing conservation treatments or examination/research must be exhibited immediately. Objects will not be loaned to borrowers to be stored for future exhibition. The manner of exhibition of the borrowing institution must be acceptable to the Library Director.

In the case of conservation contract/loans, the Library Director will first arrange for a conservation contract for the actual conservation process. After conservation has been completed, and if the other conditions of the loan can be met, the Director will prepare a standard loan agreement. All borrowers conserving items for the Mote Library and Archives must conserve them in accordance with a conservation package provided by the Library Director, which will be based on current nationally recognized archival standards for conservation.

5.4 Insurance

The borrowing agency must insure all objects loaned from Mote Library to the full amount specified by Mote Marine Laboratory from door to door and during the period of the loan with the best available coverage. Items on loan to the Mote Library will be insured under a policy determined by Mote Marine Laboratory and agreeable to the lender. Mote insurance will cover transport from the lending agency to Mote Library and back and for the duration of the loan.

5.5 Shipping and Transport

The borrowing agency must arrange and pay for shipping in both directions in accordance with Mote Library's shipping requirements. Trained Mote library staff will prepare items for shipping and receiving incoming items. Only trained staff at the borrowing institution must pack and prepare the items to return to Mote in a manner consistent with or better than their method of arrival. If any problem with a loaned item, incoming or outgoing, is evident, the Library Director must immediately be notified.

5.6 Incoming Loan Procedure

The Mote Library borrows only those collection items that can be displayed or used for research within a short period of time. Mote Library will not keep items on loan longer than one year unless an extension has been negotiated with the lending agency. The Library Director will approve all incoming loans and confirm the provenance of any item brought in on loan to ensure that the lender has a valid title and did not obtain the item through illegal or unethical means. All collection objects borrowed by the Mote Library will be documented by an Incoming Loan Agreement (see Appendix F, Forms). Upon receipt of the item the Library Director or designated appointee will prepare and sign a Loan Receipt. All control and management of the loan records and the administrative requirements associated with the loans will be the responsibility of the Library Director. The Library Director or designated appointee is responsible for creating a condition report for each item immediately upon arrival at, and immediately before departure from, the Mote Library.

5.7 Loan Documentation

All incoming and outgoing loans must be accompanied by a Loan Agreement signed by the Library Director. Any facility reports, shipping information, insurance papers, damage claims, and loan completion paperwork shall be kept and is the responsibility of the Library Director. (see Appendix F, Forms.)

Section 6. Care & Control

6.1 Definitions

A more extensive document can be found in the Preservation Plan in Appendix A which will cover specific collection concerns. These are general guidelines.

Care: The Mote Library and Archives keeps appropriate and adequate records pertaining to the provenance, identification, and location of its holdings, and applies current professionally accepted methods to their security and the minimization of damage and deterioration.

Conservation: 1. The repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible. 2. The profession devoted to the preservation of cultural property for the future through examination, documentation, treatment, and preventive care, supported by research and education. Conservation counters existing damage, as distinguished from preservation, which attempts to prevent damage.

Preservation: 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. Preservation is sometimes distinguished from conservation, the latter describing treatments to repair damage.

6.2 Storage

All materials and collections must be stored in an orderly way, housed comfortably in archival containers, and kept in a secure location. When possible, materials shall be kept in the archival room with key access, temperature and humidity controls, and environmental monitors.

6.3 Movement of Items

Items and containers may be removed from the archival room for several reasons, such as to fulfill a research or information request, to care for, inventory, or perform maintenance of some kind on the collection, to remove items for loan or display, or to remove items to safety in a disaster. When a staff member or volunteer removes an item or container from the collection room they must fill out their name, date, and the time on the Movement of Items form located with the materials (see Appendix F, Forms). When the item is returned the date and time of return must be noted on the same entry.

6.4 Security

Mote Library's special collections are housed in secure locations with key access. Regular inspection and inventories of materials will be undertaken by the Library Director or Archivist to ensure the security and integrity of the collections. Access to collections is limited to Library staff and trained volunteers except for required building maintenance. Mote Library Special

Collections falls under Mote Marine Laboratory's security system which includes systems, devices, surveillance, and personnel to deter and detect intruders.

6.5 Conservation

All staff and volunteers who come into contact with the collections are responsible for monitoring items for deterioration or damage that may require conservation attention beyond standard preservation activities. Basic conservation such as surface cleaning, humidification, flattening, encapsulation, and repairing simple tears may be undertaken in house by a trained Archivist when reasonable. When possible, item level conservation needs of the collections will be evaluated and items requiring conservation attention such as deacidification, extensive pest or mold damage, or repairing extensive paper damage and strengthening will be treated by a trained conservator according to the most current archival standards and practices.

6.6 Pest Management

For the purposes of these policies, "pests" will be defined as any outside life form causing harm to collections. Pests may include but are not limited to: insects, rodents, mold, reptiles, and amphibians. All library staff and volunteers are responsible for eliminating or minimizing the causes of pest infestation. Temperature and humidity controls on the storage environment must be maintained, and no food, beverages, plants, or animals may be allowed anywhere in the archival collections room or compact shelving. All staff and volunteers who come into contact with the collections must monitor for any sign of pest activity. Collection storage areas should be kept clean and any pest infestation should be immediately reported to the Library Director. The affected materials will be isolated and treated in the safest, least-toxic way possible. All signs of pests must be gone before re-introduction into the collection.

6.7 Emergency Planning

The Mote Library and Archives has a disaster plan which covers special collections and the general library collection. It will be updated annually. The disaster plan will attempt to prevent or minimize damage to Library staff and volunteers, collections and materials, and infrastructure. The disaster plan will cover preparation, response, and recovery guidelines with special attention to hurricanes, fire, flood, human disasters, and other severe weather. If a disaster occurs, the current disaster plan will be evaluated after recovery for effectiveness and updated (see Appendix B for a complete Disaster Plan). Emergency preparedness measures for the Mote Library include staff and volunteer familiarity with Mote Marine Laboratory's Emergency Preparedness Plan.

6.8 Inventories and Records

Complete records will be kept by the Library Director on the collections such as donation and accession information, processing data, description, preservation concerns, and research requests. When possible, additional staff, volunteers, or interns will be brought on board to assist with backlog of unprocessed materials (see processing manual in Appendix C). A complete inventory

will be maintained and updated every 3-5 years. These records are considered essential or vital records for emergency planning purposes.

6.9 Preservation Planning

A general Preservation Plan is included in Appendix A. This plan will be regularly expanded and updated to include surveys and evaluations of the collections and to assist in attaining Mote Library and Archives' short and long-term preservation goals for the special collections.

The general preservation plan includes:

- The responsibilities of staff and volunteers in helping to preserve the collections on a daily basis.
- What preservation or conservation concerns to be aware of or to watch for.
- Sample surveys and guidelines for evaluations of the collections and their preservation needs.

Post-survey additions to the plan will include:

- Specific problems within the collections requiring attention and preservation priorities.

Section 7. Access to Collections

7.1 Access to Collections

Mote Library makes every effort to make items available to the public by appointment during normal Library hours. Some items are available online through Mote's Institutional Repository, DSpace. If an original document cannot be accessed due to its age or condition, then a suitable reference copy will be provided. Mote Library continues to make collection items without copyright restrictions freely available online through its open access digital repository, DSpace. There is no charge to access Mote Library's special collections. Mote Library is committed to providing open access for researchers to all collection items excluding the following:

- Items with donor restrictions.
- Items restricted by local, state, or federal law.
- Items in a vulnerable condition where access would cause undue or lasting harm or deterioration to the item.
- Items not yet accessioned or not belonging to Mote (undocumented items).
- Items without appropriate processing or description. Exceptions may be made at the discretion of the Library Director.

Photocopies may be made for research purposes with the approval and supervision of the Library Director or Archivist at current Mote cost, providing no copyright laws will be violated. Mote Library may charge a fee for scans, CDs, and other reproductions. Reproductions may be made for personal, research, scholarly, educational, and non-profit use. No reproductions may be used for financial or commercial gain unless approved by Mote Library and the copyright holder. All credit must be given to Mote unless the copyright rests with another entity or unless otherwise stated.

7.2 Exhibits

Mote Library Special Collection items may be used by the Mote Library for exhibit purposes. Mote Library is responsible for ensuring all exhibits are based on merit and scholarship, and are accurate, objective, and informative. All exhibits will fit with Mote's mission statement and comply with the Code of Ethics. Any exhibit which is shown outside the Library must go through Mote Marine Laboratory's Exhibit Committee. An Exhibit Idea Review Form (see Appendix F, Forms) must be filled out and submitted, and approval by the Exhibit Committee must be obtained prior to setting up any exhibit in the main Aquarium space. Mote Library will cooperate with Aquarium staff and follow established procedures when setting up and taking down exhibits in the main Aquarium space.

7.3 Visiting the Collections

Mote Library and Archives (941) 388-4441 ext. 333 is open 8.a.m. -5 p.m. Monday through Friday, and the special collections are available for research during Library hours by appointment. The Library is closed on national holidays and during Christmas week. Researchers using archival materials must follow the researcher guidelines (see below). Mote staff and volunteers are available to assist with research requests. Visitors to the collection room are welcome with prior approval of the Library Director. All visitors must be accompanied by Library staff or a trained volunteer. Mote Library retains the right to deny access to the collections if the safety or preservation of the collection is in doubt.

7.4 Research Policy

The Mote Library and Archives is committed to preserving and making available records of enduring value to the public.

- Mote Library may limit or deny the use of original records deemed too physically vulnerable to withstand handling. In such cases Mote Library will do everything possible to provide the researcher with a suitable reference copy without causing undue damage to the original.
- Mote Library has the right to deny access to unprocessed materials. Exceptions may be made at the Library Director's discretion.
- Mote Library will honor all standing laws and donor agreements regarding restrictions, privacy, or confidentiality. Mote Library will work to remove restrictions where possible without violating existing agreements or laws.
- All researchers using the special collections are asked to sign the Library's log book with their contact information, and to provide identification upon request.
- All researchers utilizing the special collections are required to sign and comply with the researcher agreement form (see Appendix F, Forms).
- Mote Library may deny access to any researcher who has demonstrated carelessness or deliberate destructiveness toward Mote property, staff, volunteers, or the collections; or any researcher who has demonstrated the potential for harm to Mote property, staff, volunteers, or the collections.
- Mote Library may restrict the number and type of personal belongings a researcher may have out while working with materials.
- Mote Library has the right to search all property in the researcher's possession upon arrival and departure from Mote Library including but not limited to: briefcases, backpacks, purses, envelopes, packages and office equipment.
- Electronic, photographic, or paper copies of materials may be made with Library Director approval and under supervision so long as there is no violation of donor agreements or copyright law. Reasonable fees may be charged for reproduction services.
- Mote Library may inform users of parallel research by others using the same material.
- Mote Library will uphold the Code of Ethics listed in section 2 in all professional conduct and activities relating to research.

7.5 Researcher Guidelines

Researchers must sign a researcher agreement and abide by the following procedures:

- Open only one box, or bound volume at a time.
- Remove and open only one folder from a box at a time.
- Keep records flat on the table at all times.
- Keep items in the order they are found.
- Wear white gloves provided by Mote Library when handling materials.
- Leave all bags on the floor in plain view.
- Note paper, notecards, pencils, and laptops are allowed to be used while working with materials.
- The following items are not allowed to be used or out near records: liquids, food, pens, highlighters, pressure sensitive note taking devices, sharp objects.
- Cameras are subject to approval by Library staff and any reproductions must follow copyright law where applicable.

Appendix A

Preservation Plan

Introduction

This preservation plan aims to protect the library collections and archival records relating to Mote Marine Laboratory's research and history. Mote Marine Laboratory Library and Archives is committed to preserving these records of enduring value for the foreseeable future. As such, this preservation plan is designed to provide guidelines and resources as well as a roadmap of both short and long-term goals to ensure the longevity and stability of the collections. The current plan will also serve as the basis for an additional report resulting from a preservation survey to take place at a later date which will identify item and collection-specific needs and goals.

This preservation plan will cover:

1. **Definitions.**
2. **Staff and volunteer responsibility:** The responsibilities of staff and volunteers in helping to preserve the collections on a daily basis.
3. **Preservation and conservation concerns.**
4. **Short term goals:** preservation and conservation.
5. **Long term goals:** preservation and conservation.
6. **Survey content:** guidelines for evaluating the collections, establishing priorities, and identifying preservation needs.

1. Definitions

Sections of the following definitions have been taken from the glossary in the Society of American Archivists by Richard Pearce-Moses and the American Association of Museums glossary.

Please see the reference section in Appendix E for more complete citations and the glossary in Appendix G for additional terminology.

Collections:

1. A group of materials with some unifying characteristic.
2. Materials assembled by a person, organization, or repository from a variety of sources; an artificial collection. For the purposes of this preservation plan, 'collections' refers to all Library holdings, both regular and archival unless otherwise stated or unless distinguished as either special/archival collections or library collections.

Preservation:

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 non-invasive treatment. Preservation is sometimes distinguished from conservation, the latter describing treatments to repair damage.

Conservation:

1. The repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible.
2. The profession devoted to the preservation of cultural property for the future through examination, documentation, treatment, and preventive care, supported by research and education. Conservation counters existing damage, as distinguished from preservation, which attempts to prevent damage.

Pests:

For the purposes of these policies, "pests" will be defined as any outside life form causing harm to collections. Pests may include insects, rodents, fungi, molds, reptiles, amphibians, and more, although mold may receive additional attention in plans and surveys.

2. Staff and Volunteer Responsibilities

Mote Library staff and volunteers have an ongoing responsibility to do the following on a regular basis:

- Follow all Mote Library policies to ensure the longevity, safety, and security of the physical and digital volumes and records.
- Ensure that all volumes and library materials are stored in an orderly way, housed comfortably on library shelves, and kept in a secure location.
- Ensure that all archival materials and collections are stored in an orderly way, housed comfortably in archival containers, and kept in a secure location.
- Ensure research and access policies are followed and that all materials return to their original location safely and in a timely manner with appropriate documentation.
- Maintain and monitor temperature and humidity controls in both the 2nd floor library and in the archival storage environment.
- Ascertain that library and archival collection storage areas are kept clean.
- Keep the presence of food, beverages, plants, and animals out of archival collections room and compact shelving area.
- Monitor library and special collection areas for any sign of pest activity, especially mold, water damage, fire hazards, theft, or air pollution.
- Notify the Library Director immediately of any and all problems with the library or archival collections.

3. Preservation and Conservation Concerns

The following section discusses what staff and volunteers should be aware of when monitoring the collections:

- Inherent chemical vulnerabilities (item decay based on physical makeup).
- Pollutant induced problems (impure air, outside pollutants).
- Light induced deterioration (can break chemical bonds and cause fading).
- Biological infestations (bacteria, insects, fungi/molds).
- Physical changes (warping, cracking, swelling, etc.).¹

Specific things to be aware of at a broad level may include fire detection, alert, and suppression systems, water detection and alert systems, and recurring problems like regular leaks, climate based fluctuations, etc.

Environmental conditions for all storage and research areas should be evaluated for temperature, humidity, light, air quality, biological agents, and holdings maintenance.² In particular, electric cords, surge protectors, and computer equipment should be checked regularly. Smoke resulting from electrical issues can set off sprinklers in the collection areas and cause water damage to materials.

¹ Hunter, Gregory S. 2003. *Developing and Maintaining Practical Archives*, 2nd Ed. Neal-Schuman Publishers, Inc.: New York. Pp. 161-164.

² Ibid.

4. Short Term Goals

The short term goals for the Mote Library are to complete a preservation survey of the library and special collections within the next 5 years. This is dependent on outside funding. An experienced professional will conduct the survey, evaluate the collection, identify risk areas, and make recommendations. The results of this survey will be written into a report and kept on file in the Mote Library. This report will address specific collection and item-level needs, goals, and priorities. Efforts will be made to address immediate issues. Basic conservation treatments such as surface cleaning, humidification, flattening, encapsulation, and repairing simple tears may be performed in-house by a trained archivist.

5. Long Term Goals

The long-term goals for the Mote Library include following up on as many of the recommendations from the preservation survey as is feasible given staff and funding. Items requiring conservation attention will receive treatment from a trained conservator in accordance with the most current standards and practices. Necessary infrastructure or collections management adjustments will be made. Preservation surveys will be completed every 5-10 years to ensure the ongoing health and safety of the collections from internal and environmental hazards.

6. Survey Content

Preservation surveys will be designed based on samples found in Society of American Archivists (SAA) publications and North East Document Conservation Center (NEDCC) resources.

Preservation surveys may be conducted by qualified Mote Library staff, but efforts will also be made to bring in an outside professional to perform a preservation survey to either enhance or update any existing survey done by staff to ensure a more complete and objective view of the collections' needs.

The goals of a preservation survey are as follows:

- Identify potential hazards to the collections.
- Prioritize areas of the collections for preservation or conservation action.
- Identify preservation actions for the long term care of the collections (such as improvement of environmental conditions, adequate handling of the materials, appropriate storage, conservation treatments).
- Establish the necessary steps that will help achieve the required preservation actions.³

Collection level survey points include:

- Housing of the records.
- Types of records and inherent weaknesses.
- Condition of the records.
- Special concerns within the collections.
- Recommendations and steps to rectify problems.
- Preservation and conservation priorities.

³ Marcela Estevez. "Letter of Support." September 10, 2010.

Appendix B

Mote Library and Archives Disaster Plan: Preparation, Aftermath, and Recovery

Introduction

This disaster plan covers both the Mote Library (2nd Floor) and the Mote Library's special collections (Library, compact shelving, and archival room on the 3rd Floor) and will be updated every two years.

The disaster plan will:

- Cover both the Mote Library (2nd Floor) and the Mote special collections (Library, compact shelving, and archival room on the 3rd Floor).
- Be updated every two years.
- Be available online.
- Distributed to relevant staff and personnel including but not limited to:
 - Library staff and volunteers.
 - Mote's emergency response team.
 - Mote's Information Systems
 - Mote's Security Department.
 - Mote's Maintenance Department.
- Attempt to minimize damage to
 - Library staff and volunteers.
 - Collections and materials.
 - Infrastructure.
- Offer guidelines for:
 - Preparation.
 - Response.
 - Recovery.
 - Fire.
 - Hurricanes/severe weather/flood.
 - Damage to collections as a result of human activity (e.g. crime, theft, vandalism).

If a disaster occurs, this plan will be evaluated after recovery for effectiveness and updated as needed. Emergency preparedness measures for the Mote Library and its special collections include staff and volunteer familiarity with Mote Marine Laboratory's Emergency Preparedness Plan.

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Section 1. Preparation Before a Disaster

1.1 Essential Contact Information as of 2011.

Library Director: Susan Stover (941) 388-4441 ext. 333 (office), [REDACTED]

Mote Evacuation Control Team: Safety Committee Members (2011): [REDACTED]

MML Safety Officer: Earl Stockton [REDACTED]

MML Main Switchboard: (941) 388-4441

MML Hurricane and Storm Hotline: (941) 388-4334, 1-800-691-MOTE (6683), ext. 434

Fire Department: (941) 951-4211

Police Department: (941) 316-1199

Hospitals:

- Sarasota Memorial Hospital, 1700 S. Tamiami Trail, 34239, (941) 917-9000
- Doctor's Hospital Sarasota, 5731 Bee Ridge Road, Sarasota, FL 34233, (941) 342-1100

EMS/Ambulance: 911

Poison Control Center: Toll-free hotline (1-800-222-1222) Florida Poison Information Center
Tampa General Hospital, PO Box 1289, Tampa, FL 33601

Sarasota Health Department: Sarasota County Health Department, 2200 Ringling Blvd,
Sarasota, FL 34237, (941) 861-2900

Local Physician: St. Armand's Medical Center, 500 John Ringling Blvd., Sarasota, FL, 34236,
(941) 388-4408

County Disaster Preparedness: (941) 861-5508

County Evacuation Information: (941) 861-5000

Local Emergency Management Office: Sarasota Emergency Management, 1660 Ringling Blvd
6, Sarasota, FL, 34236, (941) 951-5283

Local American Red Cross Chapter: American Red Cross, 2001 Cantu Court, Sarasota, FL
34232, (941) 379-9300

See Mote Facilities Department for the following issues:

Electric: (Mo Byron, Custom Electric)

Gas, water/sewer, and telephone: County utilities will handle downed trees immediately following a disaster

Trees: Andrews Tree Service is Mote's arborist during long-term recovery.

Local Conservator(s): [REDACTED]

Disaster Recovery Service/Company:

<http://dlis.dos.state.fl.us/DisasterRecovery/vendors.cfm>

Servpro of North Sarasota: 6341 Porter Road, Suite 14, Sarasota, FL 34240,
servpro9144@verizon.net, Tel: (941) 365-4614 (<http://www.servpro.com/> 1-800-SERVPRO)

Polygon Group

1-800-422-6379, Ken Jennet, Matt B., Central Florida office in Orlando: Brynn Summerlin (407) 492-1017 <http://www.polygongroup.us>

Document Reprocessors

1-800-437-9464, Eric Lundquist, Rochester, NY
<http://www.documentreprocessors.com/books.htm>

Document Restoration Services

(734)-536-6483, Kay Yost, <http://www.documentfreezedrying.com/>

BMS Cat

1-800-433-2940, Don Haggard, Ft. Worth, TX; FL
<http://www.bmscat.com/document-and-media-recovery.aspx>

Midwest Freeze Dry

(847)-679-4756, Patrick B. King, Skokie, IL <http://www.midwestfreezedryltd.com/>

AIC-CERT (American Institute for Conservation-Collections Emergency Response Team). For 24-hour assistance, call (202) 661-8068. Less urgent questions can also be answered by emailing info@conservation-us.org.

Insurance Representative: [REDACTED]

Mote Security: [REDACTED]

Legal Issues: [REDACTED]

Mote Communications/Media

Mote Financial Department

Mote Information Systems

Radio Stations (* = emergency power) AM: WSPB 1450, WAMR 1320*, WTMY 1280

Radio Stations FM: WCTQ 106.5*, WYNF 105, WKZM 104.3*, WSRZ 107.9*

Television Stations Sarasota: WWSB TV 40, SNN, Weather Cable 31

Television Stations Tampa: WFLA 8, WFTS 28, WTSP 10, WTVT 13

1.2 Vital Records and Priorities

Mote Library's vital records are a protection and salvage priority. Emergency operating records should be easily accessible on-site such as policies and procedures, preservation plans, disaster plans, and inventories. Mote Library's vital records include legal and financial records such as collection inventories, deeds of gift/donation forms, accession/deaccession forms, donation papers and ownership documentation for all Library and Special Collection items. Vital records may need to be duplicated and stored off-site as possible preparation measures. Vital records are essential to getting things up and running.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1.3 Supplies and Storage

A supply kit consisting of necessary items and a checklist will be kept in the front closet of the Mote Library. Additional equipment will be gathered prior to a disaster, such as tables and chairs, laptops, and other items that are normally used on a daily basis. If an item on the checklist is not suitable for storage in the front closet, the checklist will list its location. Refer to the safety setup of the salvage station for information on items such as portable restrooms, snacks for workers, drinking water, and other items that are impractical to keep in a disaster supply kit. These items will be obtained prior to recovery activities.

Preparation/Response items include:

- 1) A copy of this plan.
- 2) Instructional materials for staff and volunteers such as instructional wheels, booklets, and a DVD.
- 3) Essential contact lists, printout of vendors from state website (update every 6 months).
- 4) Floor plans.
- 5) A current copy of Mote's Emergency Preparedness Plan.
- 6) Plastic sheeting and tarps.
- 7) Transport materials to move vital documents.
- 8) Plywood, plexiglass, rigid supports.
- 9) Library carts/dollies: *Stored in library and 3rd floor archives room.*
- 10) Generator and auto switchgear: *In place. Contact Maintenance with questions.*
- 11) Thermometer, hygrometer: *located in archives room on the 3rd floor.*
- 12) Cell phones.

Recovery items include:

Command, First Aid, Documentation, and Rest Station

- | | |
|--|---|
| 1) Walkie talkies/two way radios | 15) Office supplies- notepads, pencils, |
| 2) Antibacterial hand wash | pens, labeling materials, posterboard, |
| 3) Antimicrobial soap | waterproof markers |
| 4) Tape: caution, duct, and masking | 16) Mops |
| 5) Batteries and chargers | 17) Tape recorder |
| 6) Name labels | 18) Eyewash and first aid kits: <i>in place</i> |
| 7) Cash | <i>on each floor. Check for damage</i> |
| 8) Chairs and tables | <i>prior to use after a disaster</i> |
| 9) Computer, printer, fax machine | 19) Toilet paper |
| 10) Extension cords | 20) Wet wipes |
| 11) Flashlights and emergency lights | 21) Scissors |
| 12) Generator and Auto switchgear: in | 22) Garbage bags |
| place. | 23) Snacks, non-perishable |
| 13) Surge protector small, for computers | 24) Drinking water (1 gallon per person |
| 14) Plain copy paper | per day) |
| | 25) Cotton swabs |

- | | |
|--|------------------------------------|
| 26) Door wedges | 29) Tool kit |
| 27) Blankets | 30) Head lamps |
| 28) Color coded stickers for triage boxes (not items) | 31) Plastic plates, cups, utensils |

Salvage Station

- | | |
|--|---|
| 1) Paper towels, rags, blotting paper, blank newsprint, absorbent materials | 26) Scrub brushes |
| 2) White cotton towels and sheets | 27) Water pumps |
| 3) Cheesecloth | 28) Wet vac |
| 4) Brushes with soft natural bristles (new paintbrushes) | 29) Mesh screening |
| 5) Wet-dry vacuum | 30) Utility knives / boxcutters |
| 6) Vacuum with HEPA filter | 31) Buckets |
| 7) Fans (floor and window) | 32) Clothesline/nylon string |
| 8) Dehumidifiers | 33) Garden hose with spray |
| 9) Plastic clips/clothespins/string | 34) Respirators and masks (ANSI respirators- National Standards Institute, lowest particulate filter, z95, 3 microns and above will handle mold spores) |
| 10) Canned air, air bulbs | 35) Wood pallets |
| 11) Cameras for still and video, memory, batteries, chargers | 36) Protective clothing (rubber boots, leather gloves, disposable overalls or plastic aprons) |
| 12) Tables (portable) | 37) Freezer bags- gallon & quart (mostly gallon) |
| 13) Safety glasses | 38) Hair dryers |
| 14) Rubber boots | 39) Polyethylene sheets & boxes |
| 15) Hard hats | 40) Plastic trays, photo trays, shallow dish pans |
| 16) Plastic aprons | 41) Distilled water |
| 17) Gloves, leather, rubber, latex | 42) Cotton swabs |
| 18) Tags | 43) Washtubs (3-4) |
| 19) Plastic crates (milk crates) | 44) Plexiglass plates |
| 20) Cardboard boxes | 45) Polyester film |
| 21) Bubble wrap and package paper | |
| 22) Garbage bags | |
| 23) Wax paper | |
| 24) Butcher paper | |
| 25) Sponges: regular, soot, and chemical | |

1.4 Education of Library and Archives Staff and Volunteers

Staff and volunteers are required to have read and be familiar with this Disaster Plan, Mote's Emergency Preparedness Plan, both instructional wheels, the Heritage Preservation booklet, and have watched an instructional DVD on salvage techniques. These resources are located in the disaster kit on the 2nd floor in the front closet of the Library.

1.5 Responsibilities of Library and Archives Staff

Library and Archives staff should be aware of the roles they play before, during, and after a disaster. Library and Archives staff are responsible for being familiar with Mote's Emergency Preparedness Plan and with the Mote Library Disaster Plan. This section outlines the pre- and post-disaster responsibilities of staff.

Pre-Disaster:

Staff is expected to have viewed the instructional DVD and viewed supplementary materials to prepare for a disaster. When a disaster hits, staff is responsible for securing the safety of library staff, volunteers, interns, and patrons, vital and high priority collection items, and infrastructure where possible. Prior to a disaster, a copy of Mote Marine Laboratory's Emergency Preparedness Plan and the Mote Library Disaster Plan should be stored off-site with contact information, insurance information, inventories, and the supply kit located in the front closet of the library. If the disaster is unexpected, these items will be located in the front closet of the library.

People: Staff should follow and encourage others to follow all evacuation and safety orders of emergency personnel. Staff should provide assistance where needed to ensure everyone leaves the library safely, and should be aware of special patron needs such as disabilities or limited mobility.

Materials: Staff should cover shelving, cabinets, and storage units with plastic sheeting and waterproof tape for water, ash, or smoke disasters and remove vital and high priority records to a secure location, preferably off-site storage. Move items to water and wind resistant areas (away from lower levels and areas directly below a roof). Priority items should be moved to secure locations first, if possible.

Building: Staff should plywood windows if possible or install other hurricane preparation to windows and remove library related outdoor items that could damage building. If possible, library staff can assist maintenance in securing library and archives area.

Post-Disaster:

When returning to the site, follow all instructions by emergency personnel and the Mote personnel designated to organize overall operations. Only when designated Mote personnel and emergency management officials have cleared the area should staff return to begin triage and salvage operations.

Due to the limited staff available, the necessary roles have been combined into a two person team. The team leader (Library Director) will be responsible for contacting appropriate security, facilities, administrative, and financial personnel regarding the library and archives as well as supervising all recovery efforts. The other member of the team (the Archivist or other trained professional) is the assessment, triage, and salvage coordinator, who is also responsible for supplies, equipment, and documentation. If additional staff is available, tasks involving the supplies, equipment, and documentation may be devolved. Temporary labor may be utilized if

Property of Mote Marine Laboratory, Sarasota, Florida.

available at the discretion of the Library Director. The city police department of Sarasota is committed to a presence on City Island following a disaster to prevent looting. If possible, triage and salvage operations will take place either in the Mote Library or the Loomis Room.

Section 2. Response

2.1 Nature of the Disaster and Concerns

For all disasters, staff, volunteer, intern, and visitor safety is paramount and supersedes all concerns regarding collections and infrastructure. These disasters may overlap. For example, a hurricane may also bring flooding and power outages. Secondary results such as the growth of mold and pest infestations can result from interruption in the standard environmental conditions of the collections and should be considered a risk following most disasters. If salvage work is expected to take more than 48 hours, Library staff should consider calling in a disaster response company for assistance. Check with Mote Administration if insurance will cover costs such as disaster response, recovery, repair, and conservation treatments for collections and items. If not, Library Special Funds or other designated funds may be used for this purpose at the discretion of the Library Director.

Common disasters and their potential impacts on the collections are listed below.

- Fire
 - Soot, ash, charred or completely destroyed records, water or chemical damage from hoses and extinguishers.
- Flood, water leak
 - Water damage, heavy records, fragile, mold, dye transfer, rust, standing water, mud.
- Hurricane
 - Tornadoes, flooding, power outages, pests, mold, hazardous materials, lack of resources post-disaster, long-term difficulties acquiring equipment, supplies, and services, lack of storage space, difficulty maintaining environmental controls and organization, accessing location to salvage materials.
- Tornado
 - Wind damage, infrastructure damage, power outages, destroyed or displaced records, indirect disasters (flood, electrical, chemical), lack of storage space, difficulty maintaining environmental controls and organization, pests, mold, hazardous materials, lack of resources post-disaster, long-term difficulties acquiring equipment, supplies, and services, difficulty accessing location to salvage materials.
- Human attack
 - Misplaced, lost or stolen records, fire, hazardous materials present-explosions could disintegrate and destroy records, power outages, bomb threats, biological and chemical hazards (toxic fumes) etc.

2.2 Mote's Guidelines

All library staff, volunteers, and interns should be familiar with Mote's Emergency Preparedness Plan for the current year. Staff should be able to follow general procedures for a disaster and know who to report to. Staff should be familiar with the procedures for the various scenarios as well as procedures for re-entry and who to contact before, during, and after the disaster.

2.3 Policies for Staff

In the case of a hurricane, all staff should abide by Mote Marine Laboratory's Emergency Preparedness Plan. All non-essential personnel may be required to leave the facility prior to essential personnel. Staff should leave prior to winds reaching 35mph in order to cross bridges safely. Staff should be aware that once they leave City Island, it is impossible to ascertain when they will be allowed back on the island.

In the case of a sudden evacuation:

- 1) When evacuation order/alarm is heard, save and/or shut down essential or hazardous operations.
- 2) Follow posted signs, verbal commands, and evacuation routes.
- 3) Assist disabled persons and those with difficulty leaving the building.
- 4) Progress in a calm, orderly way.
- 5) Move away from the building to the designated assembly area.
- 6) Report for head count, remain quiet, and follow instructions.
- 7) Do not block street or drive for emergency vehicles.
- 8) Do not return to the building unless instructed to do so.

In case of a small fire, staff should attempt to put the fire out. If staff cannot contain the fire, or the fire appears to be uncontrollable, staff should call the fire department and alert other staff. When the fire alarms sound, follow the procedures for evacuation. There are 2 fire extinguishers located within the Mote Library: one by the front closet (to the left of the front library entrance) and one by the back thermostat near the long table (to the left if walking toward the back table from the main library entrance). Fire extinguishers on the third floor for the archival room are located immediately to the right of the door to the office area, Room 311, and in the hallway directly opposite the door to the back stairwell. There are sprinklers in the library, which will go off automatically when smoke is detected, but not for a fire alarm.

2.4 Policies for Materials

Prior to a disaster, all electronic files should be either stored off-site with the Library Director or backed up by Mote's Information Systems department. Valuable items should be moved away from windows, if possible, and the Library Director may choose to remove and store vital records off-site with appropriate documentation. All accession and ownership records, inventories, manuals and plans should have copies stored off-site, but some originals may also warrant off-site storage. Remaining library and archival materials and any computer equipment

not handled by IS should be covered with plastic sheeting located in the front closet on the 2nd floor. Each sheet is marked to show where it should be placed.

The archival materials housed on the third floor may be condensed onto fewer shelving units and covered with plastic sheeting. Most of the boxes are water resistant but sheeting should be done in such a way as to avoid pooling of water on shelves. Archival materials should remain in the archival room unless conditions require the materials be moved, or the Library Director deems it advisable.

If, for some reason, it does become necessary to move the archival materials out of the archival room, a grey cart is stored there that can be used to transport materials. There are three sets of archival shelving on the third floor in the archives room. One set has wheels so the shelving can be moved. Unscrew the 4 upper post and lift off the top 2 shelves and the unit will become like a cart. Archival materials can then be moved out of the room. The other shelving unit has a set of wheels-located in the library front closet. Empty the shelves and turn the shelving on its side and unscrew the 4 lower posts. Then unscrew the bottoms of the 4 lower posts and insert a metal pipe down the post from the top. This should cause the metal insert to pop out. Then insert the wheels with the plastic bumper on top. Follow instructions above to move shelving.

2.5 Infrastructure

If a disaster has rendered Mote unable to provide adequate space for triage and salvage work, an alternate off-site location should be available. Ideally, initial salvage work should take place as near to the Mote Library as possible (e.g. Loomis Room) for convenience to staff and to prevent further material damage. After triage, some records may be moved to other locations for air drying, freezing, etc. Documentation such as the item's initial location, catalog or item information, damage, and destination should be included before moving items.

Section 3. Recovery

3.1 Safety and Setup of Secure Salvage Area

Once the area has been cleared, the Library Director may set up a base for staff and volunteers stocked with water, snacks, and equipment, as well as a salvage area within or as close to the library as possible which will serve as a base for triage and recovery activities for materials. If the Library is not able to be used for this purpose, another location will be sought where temperature and humidity can be controlled, and sufficient work space is available for air drying.

Once department heads have been allowed on-site to conduct their initial assessment, the Library Director may call in library staff. Ideally, library staff will be available to assist the Library Director. The Library Director may also accept volunteers if they are currently volunteers at Mote. Ideally, volunteers will have been trained in disaster recovery procedures (e.g. have read Mote's Emergency Preparedness Plan, have read the Mote Library Disaster Plan, and have watched the instructional DVD). The Library Director may also accept temporary labor approved by Mote Marine Laboratory if necessitated. First responders to the Library following a disaster should have the following: a buddy, security and safety clearance, keys to access all parts of the collections, camera, and a form of communication.

Five C's: Clearance, Companion, Collection Access, Camera, and Communication.

3.2 Documentation

Before proceeding, fill out a field assessment form and take photographs of the disaster area. Field Assessments take place prior to triage and salvage work. They should be conducted by library staff, if possible. Once the area has been cleared, field assessments may be completed. They are meant to give a broad idea of the nature and extent of damage to the collections and infrastructure. The field assessment will provide the groundwork for setting up a triage and salvage area, and establish what areas of the collection to focus on first, and what kind of salvage will need to take place.

As triage and salvage take place, document what activities take place and who performs what tasks. Before moving an item, note where the item is found, what the item is, and the nature and extent of the damage. Also note where the item is going. Once at the salvage station, document the proposed course of action for each item, and take pictures throughout the process.

(See Appendix F, Forms, for the Field Assessment Form, Salvage Form, and Disaster Supply Checklist.)

3.3 Insurance Information and Funding

Have the person responsible (Dena Smith, CFO) contact Mote's insurance company before beginning salvage work. Send photographs of the disaster area and the collections if possible.

For FEMA grants: <http://www.heritagepreservation.org/federal/Index.html>

Contact the insurance company after the initial evaluation, take photographs before and after a disaster, and during recovery steps. Call insurance company prior to calling in an outside salvage company if library staff cannot perform salvage work. Whoever contacts the insurance company should have the following information regarding the Library available:

- Contact name/phone
- Team leader name/phone
- Cause of incident
- Kind of damage
- Where/when damage discovered
- Extent of damage
- Steps taken to prevent further damage

3.4 Media

Allow only designated Mote staff to respond to media requests regarding the disaster. Do not allow media on site while conducting initial response and triage.

3.5 Triage

Based on existing records that note collection priorities, establish priorities for salvage after a disaster based on the following: the item's importance to the institution and collections (vital or essential records), valuable, rare or irreplaceable records, hazardous, most severely damaged records, time-sensitive damage (things that will mold quickly, bleeding dyes), and items where in-house salvage is possible.



Sort items for salvage, cleaning, disposal, or freezing to be dealt with later. If the type of damage requires professional attention, wrap items in wax paper and freeze them until a conservator can look at them. Mark boxes or areas with color coded sticker for categories, such as to be frozen for later, to be air dried, to be rinsed, no action needed, to be evaluated for deaccession/disposal, etc. Categories can be established during triage to reflect the nature and extent of the damage.

3.6 Step-by-Step Procedures for Salvaging Damaged Materials

3.6.1 Overview

In a nutshell: If the items can be moved safely, use carts and dollies to remove items from the disaster area to the triage and salvage area. Human chains can also be formed if feasible.

- If materials are dirty, muddy, or wet with salt water, they can be carefully rinsed (books stay closed) in distilled water. Distilled water is preferable for this purpose because it has no ions and minerals that may adversely affect damaged archival materials during cleaning.
- Damp books can be air dried if space and conditions allow by standing them with their pages fanned out.
- An electric fan can provide air circulation without blowing directly on the books and a dehumidifier in the work area will help prevent mold.
- For ‘coated’ pages such as magazines, interleaving is also an option for wet books, though it can be time consuming. Interleave a paper towel or piece of plain blotting paper every 5-25 pages depending on the size of the item to absorb moisture.
- If the item is valuable, old, wet, or too damaged to be air dried, or if air drying is not an option, books should be frozen until a conservator can look at them or until they can be dried safely. To prepare items for freezing, wrap them in wax paper so they do not stick together and pack them into milk crates so water does not pool in the box. Then freeze books at 20° F or below to deal with later. Dry ice can be used temporarily.
- For CDs, DVDs, and most film, rinse in distilled water and hang to dry on a clothesline, using a piece of wax paper to shield the item from the clothespin, or tie the items like CDs or DVDs onto the line with string.
- Air-dry photographs flat whenever possible without allowing puddles to form or damaging the wet emulsion layer. Most film and photos can be rinsed in distilled water if done carefully. Use a piece of plexiglass to support photos when rinsing and lay flat to dry without touching the emulsion layer.
- To remove mold, work outside if possible and wear an ANSI or NIOSH respirator. Active mold is fuzzy and will smear, where inactive mold is dry and powdery. Do not attempt to remove active mold, and do not touch or breathe in mold. Use a HEPA vacuum (contact Facilities Department for a vacuum with a HEPA filter) brush with the nozzle covered in small weave cheesecloth to gently remove dead mold spores. Do not attempt to handle moldy items if you have respiratory conditions.

3.6.2 Photographs

The following information was taken from the NEDCC's preservation leaflet *Emergency Salvage of Wet Photographs* by Gary Albright.

“Photographs made by the following processes should be salvaged first: ambrotypes, tintypes, collodion wet plate negatives, gelatin dry plate negatives, lantern slides, deteriorated nitrate or safety film, autochromes, carbon prints, woodburytypes, deteriorated or unhardened gelatin prints, and color materials. Photographs made by many of these processes will not survive immersion. Photographs that are more stable in water include: daguerreotypes, salted paper prints, albumen prints, collodion prints, platinum prints, and cyanotypes.”¹

Air Drying Photographs: If personnel, space, and time are available, photographs can be air dried. Separate photographs from their enclosures, frames, and from each other. If they are stuck together or adhered to glass, set them aside for freezing and consultation with a conservator.

- Allow excess water to drain off the photographs. Spread the photographs out to dry, face up, laying them flat on an absorbent material such as blotters, unprinted newsprint, paper towels, or a clean cloth.
- Keep the air around the drying materials moving at all times. Fans will speed up the drying process and minimize the risk of mold growth.
- Negatives should be dried vertically. They can be hung on a line with plastic clips placed at the edges.
- Photographs may curl during drying. They can be flattened later.

Freezing Photographs: If immediate air drying of photographs is not possible or if photographs are stuck together, freeze them. Air drying of photographs is preferable.

- Wrap or interleave photographs with waxed paper before freezing.
- Interleave or wrap individual photographs or groups of photographs before freezing with a non-woven polyester material or waxed paper. This will make them easier to separate when they are eventually treated.

Drying Frozen Photographs: Frozen photographs are best dried by thawing, followed by air drying. As a stack 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, where the frozen material is thawed and dried in a vacuum, is **NOT** recommended for photographs. Gelatin photographs undergoing this procedure have a tendency to mottle severely and stick together.
- Wet collodion glass plates must **NEVER** be freeze dried; they will not survive. This is also true for all similar collodion processes such as ambrotypes, collodion lantern slides, and tintypes.”

¹ For definitions of photograph types, please see *A Glossary of Archival and Records Terminology* by Richard Pearce-Moses. <http://www.archivists.org/glossary/index.asp>.

3.6.3 Wet Books and Paper

The following section was taken from NEDCC's preservation leaflet *Emergency Salvage of Wet Books and Records*.

“If the water is sewage-contaminated, call in a professional recovery service immediately - *do not deal with the salvage in-house*. If the water is only contaminated by rust, mud, or salt water, rinsing wet books and records before freezing helps by removing debris that could be difficult to clean off after drying. If both trained labor and time are available for this step, set up three or four bins of clean water (preferably distilled). Holding books tightly closed, dip them gently in the water. Moving each book from bin to bin will expose them to successively cleaner water and remove much of the debris. Over time, make the last two bins the first two, replace the dirty water in the first two bins, and make these the bins for final rinses. If records are mud-covered, rinse by supporting the records on a piece of plexiglass or other rigid, inert support and rinse with a gentle stream of water from a hose or pitcher. Do not rinse if the inks are soluble; freeze immediately, mud and all.

Select the technique that will minimize physical damage (cockling of paper, warping of covers, and distortion of the binding) and bleeding of soluble inks and colorants. For example, in the case of a burst pipe, wet materials may be frozen and sent to a professional recovery company for vacuum freeze-drying, slightly wet materials may be air dried, the affected area is isolated, and the building, furnishings, and damp materials are dried by commercial dehumidification. At the same time that the environment is being stabilized, wet books and records should be sorted and then treated according to degree of wetness. Degrees of wetness can be considered with these main categories in mind:

Dry materials are often overlooked in a disaster. They must be removed from the affected area if environmental conditions are not addressed immediately. Otherwise, they too will quickly become susceptible to mold growth.

Damp materials are cool to the touch. Exposed to high humidity, they can sometimes be identified after the event by mold formation.

Slightly wet materials exhibit staining to the textblock, binding, folder, or pages no more than one-half inch in from the edges. These areas will have been in immediate contact with water.

Wet materials exhibit staining more than one-half inch in from the edges, up to saturation.

Air drying is the most common in-house method of dealing with water-damaged books and records. It is best suited for small numbers (less than 200) of damp or slightly wet books and documents. Because it requires no special equipment, it is often believed to be an inexpensive method of drying. However, air drying is labor intensive, occupies a great deal of space, diverts many hours of staff time to regularly monitor the process, and often results

in a distorted finished product. Due to the time required for air drying and the potential for mold growth, it is not an option for a large-scale disaster. It is also not an option for books with coated paper. The rehabilitation costs after air drying tend to be greater than other methods because most bound materials require some form of treatment, from pressing to full rebinding; documents often need flattening and rehousing. An additional consequence of air drying is the extra amount of shelf space required for collections when they are returned to the stacks. Depending upon how successfully wet materials are stabilized and dried, the amount of additional shelf space required after drying can be 20% or more.

Drying by **dehumidification** with large, commercial desiccant systems allows for drying while collections, equipment, and furnishings are left in place. Temperature and humidity are carefully controlled to specifications. This drying method has the advantage of leaving damp collections in place on the shelves and in storage containers, eliminating the costly step of removal to a freezer or vacuum chamber. It is not recommended for coated papers or water-sensitive inks and pigments. The number of items that can be treated with dehumidification is limited only by the equipment and expertise of the company called in to install it. Dehumidification is most often used in conjunction with other drying methods and for stabilizing the building and environment. Home dehumidifiers are not strong enough to reduce a building's humidity and thus are not a viable option.

Freeze drying: Books and records that are damp or slightly wet may be dried quite successfully in a frost-free or blast freezer, if left there long enough. The temperature in the freezer must be maintained at or below -10° F. Books and stacks of records will dry with less distortion if they are restrained between unprinted, clean corrugated board wrapped with a strong elastic band, which will help reduce cockling. Leather and parchment/vellum bindings can be dried in this manner as well. Documents may be placed in the freezer in stacks; shorter stacks allow for faster drying. Expect this method to take from several weeks to many months, depending upon the temperature of the freezer and the extent of water damage. If items are placed in the freezer soon after becoming wet, added shelf or storage space following drying will be less than for air-dried materials. Freeze drying will cause more harm than water for some commonly held non-book materials. Do NOT freeze the following:

- Audio, video, and computer tapes – Air dry if just the outermost foot or two of tape is damp, or keep them wet until they can be sent to a professional recovery company no later than two days after salvage.
- CDs and DVDs – Air dry in a single layer; rinse first if the water was dirty or salty.
- Ambrotypes, daguerreotypes, or tintypes – Air dry in a single layer and immediately consult a photograph conservator for advice and assistance.

Vacuum Freeze-Drying is best suited for large numbers of wet books and records as well as for materials with water-sensitive inks and coated paper. Boxes of frozen books and records are placed in a vacuum chamber. A vacuum is pulled and a source of heat is introduced while the overall temperature remains below 32° F. The materials are dried by a process called sublimation; the water in the solid state (ice) is removed from the materials in a gaseous state without passing through the liquid state. Thus there is no additional wetting to cause

distortion beyond that incurred before the materials were frozen. If materials have been stabilized quickly after becoming wet, very little extra shelf or storage space will be required when they are dry. Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt, and/or soot are lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze-drying can be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, reducing the per-book cost and making the process affordable. When dealing with commercial vendors for drying, communicate clearly from the beginning about costs, handling, and expectations.

Vacuum Thermal-Drying IS NOT RECOMMENDED.

How to Air Dry Wet Records:

Air drying is most suitable for small numbers of records that are damp or slightly wet. If there are hundreds of single pages, or if the records are wet, professional dehumidification, freezing, or vacuum freeze-drying will be cost effective and result in a better end product. As explained above, stacks of documents on coated, or shiny, paper must be frozen immediately. If they cannot be frozen, separate the sheets immediately to prevent adhesion. Again, care must be taken with water-soluble inks as well. Records with running or blurred inks should be frozen immediately to prevent further loss. After the items are frozen, contact a conservator for advice and assistance.

If air drying is selected as the preferred salvage method, use the following steps. Note that wet paper is extremely fragile and easily torn or damaged, so handle these materials gently.

- Identify a clean, dry, secure space where the temperature and humidity can be controlled. Reduce the relative humidity as low as you can to prevent mold and improve drying capabilities.
- Keep the air moving at all times using fans in the drying area. This will accelerate the drying process and discourage mold growth. Aim fans to direct the airflow parallel to the drying records. **DO NOT** point the fans directly at the records!
- Single leaves can be laid out on tables, floors, and other flat surfaces protected by paper towels or clean, unprinted newsprint.
- Once dry, records may be rehoused in clean folders and boxes, or they may be photocopied or reformatted in other ways. Dried records will always occupy more space than ones that have never been water damaged.

How to Air Dry Wet Books:

Air drying is most appropriate for books that are only damp or slightly wet. Books that are wet — and especially books that are saturated — should be frozen and vacuum freeze-dried to minimize cockling of the pages and distortion of the text block and binding. Remember that books containing coated paper should be frozen while still wet and then vacuum freeze-

dried, and books with running or blurred inks or colorant must be frozen immediately to preserve the contents.

- Identify a clean, dry, secure space where the temperature and humidity can be controlled. Reduce the relative humidity as low as you can to prevent mold and improve drying capabilities.
- Keep the air moving at all times using fans in the drying area. This will accelerate the drying process and discourage mold growth. Aim fans to direct the airflow parallel to the drying volumes. DO NOT point the fans directly at the books!
- If the book is damp or the edges of the book are only slightly wet, the book may be stood on end and fanned open slightly in a space with good air circulation, but again, do not aim fans directly at the books. To minimize distortion of the edges of the text block, place volumes in a press or press under a board with a weight just before drying is complete. Paper- or cloth-covered bricks work well for weights.
- If the book is slightly wet, interleave approximately every 16 pages, starting from the back of the book, turning pages carefully. For interleaving, use paper towels or clean, unprinted newsprint. Do not interleave too much or the spine will become concave and the volume distorted. A good rule of thumb is to insert no more than one-third of the number of text pages. Complete the interleaving by placing clean blotter paper inside the front and back covers. Close the book gently and place it flat on several sheets of absorbent paper. Change the interleaving and absorbent paper frequently. Turn the book from front to back each time it is interleaved.
- Dampness will persist for some time inside the book in the gutter, along the spine, and in the boards. Due to their thickness, the boards retain moisture much longer; mold is often found between the boards and flyleaves if the book is not allowed to dry completely. Check for mold growth frequently while books are drying.
- When books are dry but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into their original shape, and placed in a press or held in place with a board and weight. Press overnight and set up to dry during the day and repeat until books are dry. In no case should books be returned to the shelves until thoroughly dry; otherwise mold may develop, particularly along the gutter margin.
- If you can establish an air-conditioned room capable of maintaining a constant relative humidity of 25% – 35% and temperature between 50° and 65°F, books with only wet edges can be dried successfully in approximately two weeks without interleaving. As stated earlier, exceptions are books printed on coated paper and those with water-sensitive media.”

3.6.4 Moldy Items

The following section has been taken from the NEDCC’s preservation leaflet, *Emergency Salvage of Moldy Books and Paper*, by Beth Lindblom Patkus.

“Reducing the humidity is essential to stopping the mold growth. Do not turn up the heat. This will not help to dry out collections and storage areas. Additional heat in the presence of moisture will cause the mold to grow faster. If collections are wet, dry or freeze them. **Mold will normally grow on wet materials in about 48 hours** (sometimes sooner). If you know you cannot get the affected material dry within 48 hours, it is best to freeze it. This will not kill the mold, but it will stop further growth until you have a chance to dry and clean the material. Consider the health risks. A few mold species are toxic to people, and many molds are powerful sensitizers. Exposure to mold can lead to debilitating allergy even among people not prone to allergies. Everyone who works with moldy objects must be properly protected. "Quick cures" that you may have heard about (such as spraying Lysol on objects or cleaning them with bleach) may cause additional damage to items or be toxic to people; they are also often ineffective. In the past, mold-infested collections were often treated with fumigants. Ethylene oxide (ETO) will kill active mold and mold spores; other chemicals that have been used are less effective. All of these chemicals can have adverse effects on both collections and people, and none of them will keep the mold from recurring.

1. **Find out what is causing the mold growth.** You need to know what is causing the problem so that additional mold on collections not yet affected can be avoided.
 - Look first for an obvious source of moisture, such as a water leak.
 - Measure the relative humidity in the affected area. If the humidity is elevated, there might be a problem with the HVAC (heating, ventilating, and air conditioning) system, or the area might be subject to higher humidity for another reason, such as having shelves placed against an outside wall. Mold might also develop in areas with poor air circulation or in areas where there is a lot of dust and dirt that might provide a food source for mold.
 - Initiate repairs or resolve the problem as soon as possible. If the problem cannot be resolved quickly, salvage the collections and develop a strategy for frequent monitoring of the area for additional mold growth.
2. **Take steps to modify the environment so it is no longer conducive to mold growth.**
 - Mop up and/or use a wet-dry vacuum to remove any standing water. Bring in dehumidifiers, but be sure that a mechanism is in place to drain them periodically so they do not overflow. Bring in fans to circulate the air, and open the windows (unless the humidity is higher outside).
 - Reduce the relative humidity to 55% or lower. Temperature should be moderate, below 70°F. Get a monitoring instrument that can measure the relative humidity and temperature accurately, and record the measurements in a log several times a day.
3. **Implement safety precautions for staff and others working with moldy items.**
 - A mycologist should be consulted to insure that no toxic mold species are present (a local hospital or university should be able to provide a reference). If toxic molds are present, DO NOT attempt to salvage materials yourself.
 - If there are no toxic molds present, collections can be salvaged in-house, but everyone working with the affected materials must wear disposable plastic gloves and clothing, and use a protective mask when working with moldy objects.

- Use a respirator with a HEPA (high efficiency particulate) filter; pollen dust masks available in drug and hardware stores are not adequate. If you cannot use disposable clothing, be sure to leave dirty clothes in a designated area and wash them in hot water and bleach. Respirators should be wiped periodically with rubbing or denatured alcohol.
 - Be aware that some people cannot wear respirators. The respirator must fit well with good contact around the nose and mouth area. In addition, they make breathing somewhat difficult and can be problematic for people with asthma or heart conditions, or people who are pregnant. It is a good idea to consult your doctor before wearing a respirator to work with moldy materials.
4. **Isolate the affected items.**
- Quarantine items by removing them to a clean area with relative humidity below 45%, separate from the rest of the collection. Items should be transferred in sealed plastic bags to avoid transfer of mold to other items during the move, but they should not remain in the bags once in the clean area, since this will create a micro-environment that can foster further mold growth.
 - In the case of a large mold outbreak it may be impractical to move the items; in that case the area in which they are housed should be quarantined and sealed off from the rest of the building to the extent possible (remember that this includes shutting off air circulation from the affected area).
5. **Begin to dry the materials.** Your goal is to make the mold go dormant, so that it will appear dry and powdery rather than soft and fuzzy. This will allow you to remove the mold residue more easily.
- Wet material should be dried in a cool, dry space with good air circulation. An air-conditioned space is the best for this purpose, but if that is impossible, use fans to circulate air (do not aim fans directly at objects, however, as this can damage materials and further scatter mold spores). Place paper toweling or blotter paper (do not use paper with print as it may transfer print to the wet objects) under the drying items to absorb moisture, and change this blotting material often. Air drying takes time and attention, since you must check drying materials often, and you must maintain cool, dry conditions and air circulation in the space.
 - Collections may also be dried outside in the sun (sunlight or ultraviolet light can cause some molds to become dormant). The outside humidity must be low. Be aware that the sun causes fading and other damage to paper-based collections, however. Materials should be monitored closely and left outside no more than an hour or so.
 - Special attention should be paid to framed objects (such as prints and drawings) and to the interior of the spines of books. A frame provides an ideal environment for mold; the back is dark, air does not circulate, and humidity can be trapped inside. Similarly, the interior of the spine of a book is particularly vulnerable to mold growth. Spines should be checked regularly during the drying process. Framed materials should be unframed immediately, and dried as above. If the item appears to be stuck to the glass in the frame, remove the backing materials from the frame and leave the item in the frame and attached to the glass. Place the

6. If immediate drying is not possible, freeze the affected items.

- If the item is small enough, it can be placed in the freezer compartment of a home refrigerator, with freezer paper loosely wrapped around it to prevent it from sticking to other items.
- For items that are too big for a freezer compartment or for larger numbers of items, a commercial freezer may be necessary (grocery store, university food service, commercial cold storage facility, etc.). It is a good idea to make arrangements for commercial freezer storage before an emergency arises, since there may be restrictions on storing moldy items in a freezer that normally holds foodstuffs.
- Once time and resources are available, frozen materials can be thawed and dried in small batches, or they can be freeze-dried or vacuum freeze-dried (with the exception of photographs, which should not be freeze-dried or vacuum freeze-dried).

7. Clean the affected items. *DO NOT* try to clean active mold (soft and fuzzy) yourself.

This should be done only by a conservator, who will use a vacuum aspirator to avoid further embedding the mold into the paper. The following instructions apply only to inactive (dry and powdery) mold.

- Remove mold residue outdoors rather than in an enclosed space whenever possible. Be sure to wear protective gear (see above). If you must work indoors, use a fume hood with a filter that traps mold or in front of a fan, with the fan blowing contaminated air out a window. Close off the room from other areas of the building (including blocking the air circulation vents).
- Vacuum the mold. Use a vacuum with a HEPA filter - this will contain the mold spores. A normal vacuum will simply exhaust the spores out into the air. You can also use a wet-dry commercial-strength vacuum if the tank is filled with a solution of a fungicide such as Lysol diluted according to the label instructions. A tube from the hose inlet should extend into the solution so that incoming spores are directed there.
- Do not vacuum fragile items directly, since the suction can easily cause damage. Papers can be vacuumed through a plastic screen held down with weights. A brush attachment covered with cheesecloth or screening should be used for books to guard against loss of detached pieces. Boxes can be vacuumed directly. When disposing of vacuum bags or filters, seal them in plastic trash bags and remove them from the building.
- It is also acceptable to clean off mold with a soft brush, but this must be done carefully. Once moldy material is dry and the residue appears powdery, take a soft, wide brush (such as a watercolor wash brush) and lightly brush the powdery mold off the surface of the item. This should be done outside or the mold should be brushed into a vacuum nozzle. Be careful not to rub the mold into the surface, since that will attach it permanently to paper fibers or the cover of a book.

8. **Dry and thoroughly clean the room(s) where the mold outbreak occurred.** You may do this yourself or hire a company to provide dehumidification and/or cleaning.
 - Vacuum shelves and floors with a wet-dry vacuum filled with a fungicide solution such as Lysol, then wipe them down with Lysol or a similar solution. Allow them to dry fully before returning any materials. If a musty odor lingers in the room, open containers of baking soda may help.
9. **Return materials to the affected area.** Do this *only* after the area has been thoroughly cleaned *and* the cause of the mold outbreak has been identified and dealt with.
10. **Continue to monitor conditions and take steps to avoid additional mold growth.**
 - Take daily readings of temperature and relative humidity, and be sure that the climate is moderate. It is particularly important to keep humidity below 55% to insure that mold will not reappear. Temperature should not exceed 70°F.
 - Check problem areas frequently to insure that there is no new mold growth. Be sure to examine the gutters of books near the endbands and inside the spines.
 - Clean floors with a HEPA filter vacuum rather than sweeping, since sweeping scatters dust. Vacuum shelves and the tops of unboxed, shelved books, or clean them with a magnetic wiping cloth.
 - If funds permit, install a multi-stage particulate filtration system in the building or storage area.
 - Keep windows closed to prevent active spores from entering, and prohibit live plants in collection storage or use areas, since these are also a source of spores.
 - Quarantine new acquisitions for a few days, and check them carefully for signs of mold.
 - Avoid storing collections in potentially damp areas or in locations where water accidents are possible.
 - Regularly clean the heat exchange coils, drip pan, and ductwork. Change air filters frequently.”

3.7 Post-Recovery

- Make sure the storage areas are free of moisture, debris, and mold before returning cleaned and salvaged items.
- Maintain disaster paperwork to show what actions were taken on the materials, for insurance purposes, and to help solve any questions that may arise from misplaced items.
- Monitor closely for mold and pests regularly for a year. Active mold is fuzzy and will smear, where inactive mold is dry and powdery. Do not touch or breathe in mold.
- Damaged records frozen after a disaster can receive conservation attention when time and resources permit. Ideally, items frozen should receive attention within 4 years. Seek help from a conservator for frozen items unless damage is minimal and you have the space to thaw and air-dry yourself.
- Watch carefully for mold and prepare to accommodate dried materials with additional shelf space.
- Be prepared to deaccession items beyond repair or usefulness where collection policy allows.

Section 4. Resources

4.1 Floor Plans, Checklists, Assessment Sheets

Copies of the following can be found in Mote Library's disaster preparedness kit located in the front closet on the 2nd floor:

- Mote Marine Laboratory campus map
- Main Lab floor plans
- Collection Inventories
- Disaster supply checklist
- Field Guide Assessment Form
- Salvage Form
- Spiral bound *Field Guide to Emergency Response* by Heritage Preservation with DVD
- Emergency Response and Salvage (instructional) Wheel

Originals of the following can also be found in Appendix F:

- Disaster supply checklist
- Field Guide Assessment form
- Salvage form

4.2 Contact Information for Additional/supplementary Staff

Library Director: Susan Stover (941) 388-4441 ext. 333 (office), [REDACTED]
Erin Mahaney, Archivist, [REDACTED]
Lisa Naidoo, Research Librarian, [REDACTED]
Current Volunteers

4.3 Contact Information for Recovery Vendors

Local Conservator(s): Marcela Estevez [REDACTED]

[REDACTED]. Also check the American Institute of Conservators website and the Florida Department of State, Division of Library and Information Services website for a current list of disaster response vendors.

<http://dlis.dos.state.fl.us/DisasterRecovery/vendors.cfm>

Dehumidification service: Servpro of North Sarasota: 6341 Porter Road, Suite 14, Sarasota, FL 34240, servpro9144@verizon.net, Tel: (941) 365-4614 (<http://www.servpro.com/> 1-800-SERVPRO). Also check the Florida Department of State, Division of Library and Information Services website for a current list of disaster response vendors.

<http://dlis.dos.state.fl.us/DisasterRecovery/vendors.cfm>

Freeze drying service: Marcela Estevez, Servpro (see above contact info). Also check the Florida Department of State, Division of Library and Information Services website for a current list of disaster response vendors. <http://dlis.dos.state.fl.us/DisasterRecovery/vendors.cfm>
Sample Florida vendor: *Disaster Services, Inc.*, 7703 Kingspointe Parkway, Suite 900, Orlando, FL 32819 Phone: 407.351.7750, <http://www.disasterservices.com>

Film/magnetic media restoration: Contact Mote's current Manager of Video Services or local conservator. Also check the Florida Department of State, Division of Library and Information Services website for a current list of disaster response vendors.
<http://dlis.dos.state.fl.us/DisasterRecovery/vendors.cfm>

Sample Florida vendor: *Electronic Restoration Services*, 1475 Pine Ave., Suite A, Orlando, FL 32824, Phone: 407.855.0085, Fax: 407.855.0755, jruiz@ers-us.com; <http://www.ers-us.com/>

Mycologist (mold person): Contact Mote's Safety Officer or local conservator.

Refrigerator/freezer trucks, freezer space: Check the Florida Department of State, Division of Library and Information Services website for a current list of disaster response vendors.
<http://dlis.dos.state.fl.us/DisasterRecovery/vendors.cfm>

Sample Florida Vendor: *Burriss Logistics* at
10900 Central Port Drive, Orlando, FL 32824, Phone: 407.852.7200, Fax: 407.859.6419
1110 County Line Road, Lakeland, FL 33815, Phone: 863.682.1442, Fax: 863.686.9490
4501 Dignan St., Jacksonville, FL 32254, Phone: 904.265.5990, Phone: 904.388.2240, Fax:
904.389.2199 <http://www.burrisslogistics.com>

Architect: Art Mead architect on call, contact Facilities with architectural needs.

Smoke recovery: Servpro of North Sarasota: 6341 Porter Road, Suite 14, Sarasota, FL 34240, servpro9144@verizon.net, Tel: (941) 365-4614 (<http://www.servpro.com/> 1-800-SERVPRO).
Also check the Florida Department of State, Division of Library and Information Services website for a current list of disaster response vendors.
<http://dlis.dos.state.fl.us/DisasterRecovery/vendors.cfm>

Data recovery service: Mote Information Systems. Also check the Florida Department of State, Division of Library and Information Services website for a current list of disaster response vendors. <http://dlis.dos.state.fl.us/DisasterRecovery/vendors.cfm>

Security guards: [REDACTED]

Temporary work/storage area: Loomis Room

Appendix C

Processing Manual for Mote Library and Archives: A Guide for Staff and Volunteers

Processing of archival collections at Mote Library is done based on the overarching principle of **provenance**. Provenance refers to the origins of the materials and is the most important thing to keep in mind when working with archival records. Before taking any action, ask yourself if it violates the principle of provenance.

Provenance refers to the origin or source of an item, and to information regarding the origins, custody, and ownership of an item or collection. Provenance is a fundamental principle of archives, referring to the individual, family, or organization that created or received the items in a collection. The principle of provenance or the *respect des fonds* dictates that records of different origins (provenance) be kept separate to preserve their context.

- *A Glossary of Archival and Records Terminology* by Richard Pearce-Moses.

<http://www.archivists.org/glossary/index.asp>.

Mote Library also follows the principle of original order, when possible. Where possible, it is preferable to maintain the original order of the records because this order may reflect the organic creation of the records, and the way they were arranged might show how they were used by the previous holders of the collection. When maintaining original order is not possible, an order may be imposed that still respects the source of the records (*respe des fonds*) and is useful to researchers.

The goal of processing is to obtain physical and intellectual control over a collection by arranging and describing the records in a way that is useful to researchers and most reflective of the true nature of the records. Arrangement and description of archival records should reflect nationally recognized standards and best practices. For more information, please refer to the publications listed in Appendix E, References.

Description of archival records and special collections most often takes the form of a **finding aid**. Finding aids serve a similar function to catalog records, only in greater detail and with a greater adaptation to the unique nature of the collection. Finding aids help researchers locate items and help staff maintain intellectual and physical control over a collection. Finding aids describe to researchers and staff the physical location and the arrangement put in place. Finding aids reflect the creation of the records but also allow researchers to search by topic, year, subject, and more. Smaller institutions may have simple paper and/or searchable PDF finding aids in addition to a catalog record for their archival collections. Many online finding aids now appear in EAD, Encoded Archival Description.

Processing at Mote Library & Archives adheres to the five levels of arrangement developed by Oliver Wendell Holmes¹. The five levels are listed below with an example from the Charles M. Breder Jr. Collection:

Repository: Mote Marine Laboratory Library

Record Group: Charles M. Breder Jr. Collection

Series:

1. Journals and Logbooks
2. Drawings and Papers
3. Photographs
4. Correspondence

File unit: Correspondence, 1939

Item: Letter from Charles M. Breder Jr. to the American Museum of Natural History, dated January 1, 1939.

For example, a box of unprocessed Breder correspondence from 1939 may have folders dedicated to different organizations like all of Breder's correspondence with the AMNH, which would lend itself to an alphabetical arrangement, however if the files are mixed correspondence, it is better to sort them by date and have a chronological arrangement. While there are many ways to arrange file folders (alphabetical, chronological, geographical, subject, numerical) Mote's collections are arranged primarily alphabetically and/or chronologically.

It is sometimes necessary to separate related materials physically, but it is important to keep them together intellectually. For example, if photographs and documents were in the same file, photographs should be stored separately when possible, but the original connection between the documents and photos should be maintained by notation in the finding aid and on the file enclosures themselves.

At no point should processing be done 'blind,' i.e. without any prior knowledge of the collection and its contents. Prior to processing a collection, a complete inventory of the contents of the collection should exist. If one does exist, you should still go through the collection prior to processing to familiarize yourself with the contents and be better able to make informed decisions. If an inventory does not exist, create one. With an inventory, a general processing plan should emerge and the arrangement of the records should be evident. At no time should processing violate provenance. For example, do not create a series on flying fish containing articles from the Mina Walther collection on flying fish and add to it Dr. Breder's papers on flying fish. This harms the integrity of the records and is not helpful to researchers.

Finding aids should incorporate the following information:

- Location of items
- Source of items
- Description of contents

¹ Not the U.S. Supreme Court Justice.

Specifically, the information contained in the following fields should somehow be represented.

- Description and/or Abstract- collection overview
- Scope and Content Note- extent of collection and what it contains
- Types of material- formats, e.g. photos, journals
- Inclusive dates, use all 4 digits- xxxx-xxxx (also xxxxx, xxxxx)
- Divisions (series)-outline for finding aid- basic areas within collection
- Biographical and/or Historical Note- context of family, person, etc. that the collection comes from, how collection was acquired
- Subjects- keywords, research topics
- Container list- folder level, if known

It is important that records be housed safely, in appropriate enclosures. When processing here at Mote, rehouse if necessary in archival boxes and folders. Do not overfill or underfill boxes, and use crumpled paper to fill the remainder of a box so that folders stand straight without being cramped. Use size adjustments on folders so items fit comfortably in folders. Do not overfill folders. If transferring from a non-archival folder, note the title of the prior folder on a piece of paper and plastiklip it to the new archival folder until you are ready to label the archival folders. This will help keep track of changes.

When relabelling folders, include the folder title, date, and finding aid reference in the right corner. Note any significant subjects and related materials in the center of the tab, and note the collection, series, box, and folder number on the left. Items within folders should be arranged by date, with the most recent first. Folders within boxes should be arranged alphabetically, then chronologically. Folder headings should accurately reflect the contents of the folders and the type of record and subject.

For example,

CMB1, Box 2, Folder 3. A shorthand approach for in house references can be CMB1.2.3. It is important to include all of the information. Series 1, Box 2, folder 3 could be any collection, and likewise, box numbers restart at each new series and folders in each new box. All elements are important if you want to be able to actually locate an item. CB 1 refers to a card box, usually 3 x 5 or 4 x 6 in. and normally houses index cards or photographs. Box 1 refers to the standard document cases, flip top, which will be either legal or letter sized. OB 1 refers to Oversized Box. If you have card boxes or oversized boxes within a series, number them within the series, but not in sequence with different box types. For example, CMB series 2 may include Box 1, Box 2, and then Oversized Box 1, and Card Box 1. See Bass Lab series 1A.5 for example.

Cleaning and Rehousing

As you rehouse items, carefully brush them clean with new, dry paintbrush or other horsehair type brush to remove dirt and insect residue if the items are dirty. Pay attention to creases and the location of old paperclips that may have rusted. Do not put dirty items into new archival boxes and folders. If you need to process a collection but are not ready to rehouse, use regular file folders to sort and arrange with temporary labels until you are ready to clean and rehouse. When rehousing, remove whatever paperclips, staples, rubber bands, etc. that you can without harming

the item. If you cannot remove a fastener without damaging the item, leave it or refer it to an archivist.

Keep notes as you work with any collection, and do not attempt to make changes throughout the process that you cannot trace back. Once connecting information is lost, it may be difficult to recapture the relationships between records, even if you are creating new headings or even a new order.

For non-paper formats, make sure the enclosure is appropriate. For example, some biologically based materials cannot be stored in buffered materials. Buffered enclosures have calcium carbonate at 3.3% to counteract the natural decay of most papers. Exceptions to buffered housing are silk, vellum, cyanotypes, blueprints, etc. Unbuffered materials are PH neutral and will not interact with biological agents. If buffered enclosures are the only ones available, line the enclosure with plain copy paper or unbuffered tissue and house the item as normal. If unsure of what type of enclosure to use, consult an archivist. Plastic aprons and masks or respirators are available to work with dirty materials. If you are unsure of an action, get assistance from archivist or Library Director.

DO

- Wear white cotton gloves when handling archival materials.
- Have necessary supplies ready prior to beginning work.
- Keep notes as you work.
- Make an inventory.
- Use pencil for all work.
- Keep track of changes you make.
- Skim material as you work for later description.

DON'T

- Violate Provenance.
- Co-mingle records.
- Eat or drink while processing.
- Use pen, post-it notes, metal paperclips, or staples.
- Overfill folders or boxes.
- Put dirty or moldy records in clean boxes.
- Take records home or leave them somewhere unsafe.

Appendix D

Federal, State, and Local Laws Relating to the Mote Library and Archives

U.S. and Florida Copyright Law

Copyright is governed by the Copyright Act of 1976 as amended and incorporated in the United States Code as Title 17. Copyright is separate from ownership of the physical object in which copyright is embodied. The level of protection of a work depends on the subject matter. It is also a limited right of fixed duration and once the copyright expires, works enter the public domain.¹ Copyright in a work created on or after January 1, 1978, subsists from its creation and, except as provided by the following subsections, endures for a term consisting of the life of the author and 70 years after the author's death. In the case of a joint work prepared by two or more authors who did not work for hire, the copyright endures for a term consisting of the life of the last surviving author and 70 years after such last surviving author's death.²

Orphan Works

A work that is anonymous, the company that owned the copyright is defunct, impossible to trace copyright or because the copyright owner's identity is known but the owner cannot be located. In the case of an anonymous work, a pseudonymous work, or a work made for hire, the copyright endures for a term of 95 years from the year of its first publication, or a term of 120 years from the year of its creation, whichever expires first.³ After diligent investigation to locate the copyright owner and none is found, the work may be exploited. If an owner is later found after digitization or use of the copyrighted work, the user must pay reasonable compensation, not high penalties. Users can avoid these fees by stopping use of the item immediately.⁴

Unpublished Works

Unpublished works are protected by copyright law for a specified period of time. That protection can last longer than protection for published works. The reproduction or publication of previously unpublished materials (including excerpts) may be considered fair use, but that determination can only be made on a case-by-case basis through a careful review of the four factors of fair use:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

¹ Hirtle, Peter B. Emily Hudson, and Andrew T. Kenyon. 2009. *Copyright & Cultural Institutions*. Ithaca, NY: Cornell University Library. Pp. 2, 9-10.

² Library of Congress. Duration of Copyright. Chapter 3. In *Copyright Laws of the United States*. Last modified September, 2011. Copyright.gov. <http://www.copyright.gov/title17/92chap3.pdf>. p.133. [Accessed November 11, 2011].

³ Ibid., p.134.

⁴ Hirtle, Hudson, Kenyon. 2009. *Copyright*. Pp. 171-172.

Because the author/creator's right to first publication is strongly supported by the courts, fair use provisions may apply more narrowly to the reproduction of unpublished materials than to published works. If fair use or some other legal exception does not apply, the researcher will have to seek the author's permission to reproduce or publish the materials.

Reproduction of unpublished works may, for example, be subject to special restrictions imposed by the author, records creator, or donor. Before reproduction of any unpublished materials can be permitted, it is necessary to determine whether any special restrictions exist.⁵

Archival Reproductions of Unpublished Works

One unauthorized copy of any unpublished work may be made for purposes of preservation and security, or for deposit for research use in another library or archive. The copy must be in facsimile form, meaning that manuscripts may be photocopied or microfilmed, but not reproduced in machine-readable language for storage in a computer database or other information retrieval systems.⁶

501(c)(3) as Relates to Donations

A charitable organization must provide a written disclosure statement to donors of a quid pro quo contribution in excess of \$75. A *quid pro quo contribution* is a payment made to a charity by a donor partly as a contribution and partly for goods or services provided to the donor by the charity. The required written disclosure statement must:

1. Inform the donor that the amount of the contribution that is deductible for federal income tax purposes is limited to the excess of any money (and the value of any property other than money) contributed by the donor over the value of goods or services provided by the charity, and
2. Provide the donor with a good faith estimate of the value of the goods or services that the donor received

No disclosure statement is required when:

1. The goods or services given to a donor meet the standards for insubstantial value
2. There is no donative element involved in a particular transaction with a charity; or
3. There is only an intangible religious benefit provided to the donor.⁷

For people donating to the library and seeking tax deduction, to be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. Organizations described in section 501(c)(3) are commonly referred to as *charitable organizations*. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170.⁸

⁵ University of Connecticut Libraries. 2009. *Unpublished Works (Reproduction of)*.

http://www.lib.uconn.edu/copyright/unpublished_generic.html [Accessed November 11, 2011].

⁶ Fishman, Stephen. 1997. *The Copyright Handbook : How to Protect and Use Written Works*. Berkeley, CA: Nolo Press. [Accessed November 11, 2011].

⁷ United States Department of the Treasury, Internal Revenue Service. 2010. *Exemption Requirements - Section 501(c)(3) Organizations*. IRS.gov. <http://www.irs.gov/charities/charitable/article/0,,id=96099,00.html>. [Accessed November 30, 2011].

⁸ United States Department of the Treasury, Internal Revenue Service. 2011. *Substantiating Charitable Contributions*. IRS.gov. <http://www.irs.gov/charities/article/0,,id=96102,00.html>. [Accessed November 30, 2011].

Tax Deduction Receipts

The library will gladly accept donations of books, journals, media, art and artifacts, cash gifts and endowments pertaining to the scope of the collection. If the material donations do not fit the collection's focus, the Library reserves the right to dispose of the material. These donations are tax deductible as allowed by law and the donor is responsible for assigning value. Gift letters for tax purposes will be prepared upon request. Each volume donated to the Library will be added to the catalog under the name of the donor as well as given a bookplate with the donor's name inscribed.

Legal Rights of Physical and Intellectual Property

Mote retains the legal right to all physical property contained in the Library and Archives. Mote retains some intellectual property rights of the materials within the Collections depending on rights granted, copyright duration, orphan works, and unpublished material. Mote will attempt to acquire intellectual property rights as well as physical rights with donations.

Appendix E

References

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Appendix F

Forms

1. Accession Form (2 pages)
2. Deaccession Form (2 pages)
3. Disaster supply checklist (3 pages)
4. Donation Form (1 page)
5. Field Guide Assessment Form (3 pages)
6. Incoming Loan Form (2 pages)
7. Movement of Objects Form (2 pages)
8. Outgoing Loan Form (2 pages)
9. Preservation Survey Form Samples (17 pages)
10. Researcher Agreement Form (1 page)
11. Salvage Form (1 pages)

The forms included here are intended for use with the the Mote Library and Archives Policies and Procedures. Any additional information and accompanying documentation should be attached to (by paper clip) and kept with the appropriate form.

For the purposes of these forms, “Mote Library” or simply “Library” refers to the entity overseeing and controlling the special collections. “Mote Library” is interchangeable with all of the following and refers to the same entity: Mote Marine Laboratory Library and Archives, and Arthur Vining Davis Library and Archives.

ACCESSION FORM

Accessioning: The formal process used to legally accept and record archival material as a collection item. Accessioning is also the creation of an immediate, brief, and permanent record utilizing a control number or unique identifier (e.g. 2008.09.49, 17-2008) for materials added to the permanent collection from the same source at the same time, and for which the Mote Library has custody, right, or title. This form is intended for use with the Mote Library Policies and Procedures on Accessioning. Any additional information and accompanying documentation should be attached to/kept with this form.

Describe the Item(s): _____

Please check all of the following that apply:

- _____ The item(s) is/are consistent with the Special Collections collection policy and goals.
- _____ The item has definite research and scholarly potential for the near and/or distant future.
- _____ The item(s) is/are useful for educational or promotional purposes, such as exhibits.
- _____ The item(s) has/have intrinsic, evidential, or informational value.
- _____ The item(s) has/have been owned by, created by, or associated with a notable person or organization with a connection to Mote.
- _____ The item(s) relate to existing collections or Florida environments.
- _____ The item(s) can be processed/described/made available in a reasonable amount of time.
- _____ The public will have unrestricted access to these items.
- _____ These item(s) have minimal preservation concerns.
- _____ These item(s) are stable enough to be used by researchers.
- _____ The Library Director deems the item(s) appropriate for the Mote Library.

Property of Mote Marine Laboratory, Sarasota, Florida.

Each item acquired should have a **provenance** as completely documented as possible. An inadequate provenance may give rise to doubt as to the quality, authenticity, and truthfulness of an item. **Please describe the provenance of the item(s).** _____

Collection Name, if known _____

Accession Number(s) of items _____

Describe the Condition and Potential Preservation Needs of the item(s). _____

Does an arrangement exist for the item(s)? Yes _____ No _____ Uncertain _____

If Yes, describe current arrangement: _____

Please list any documentation accompanying the collection, (donation forms, tax receipts, bill of sale, other): _____

Library Director (print)

(Date)

Library Director Name (signature)

DEACCESSION FORM

Deaccessioning is the formal process used to permanently remove an object from the collections of the Mote Library's Special Collections. Deaccessioning may involve the physical disposal of the item, donation to another institution, return to the donor, or sale. This form is intended for use with the Mote Library Policies and Procedures on Deaccessioning. Any additional information and accompanying documentation should be attached to/kept with this form.

Describe the item(s), including collection, unique identifier, physical description, description of contents, and provenance: _____

Please check the reason(s) for deaccessioning this item.

_____ Item(s) has/have cease(d) to fit with the Mote Library Special Collections mission and collecting goals.

_____ Item(s) duplicate(s) existing items where additional copies are not needed or cannot be stored.

_____ Item(s)' preservation needs are beyond what Mote Library can provide.

_____ Item(s) has/have deteriorated beyond usability.

_____ Item(s) cannot be properly used, described, or cared for by Mote Library.

_____ Another institution could provide a more suitable home for the item(s).

_____ Items have been stolen, lost, or disappeared. Five years must have elapsed from the apparent date of loss to the date of deaccession unless the item has been recovered or definite proof of destruction is obtained prior to that date. **Please explain the circumstances surrounding theft or disappearance:** _____

_____ Items have been severely damaged in a disaster and its/their retention would cause undue harm to the other collections, Mote Library, or personnel in terms of cost, health risks, etc.

Please describe the nature of the damage: _____

_____ **Other. Please explain:** _____

What is the fate of the item(s) following deaccession? Please provide an explanation.

_____ Disposal

_____ Donation to organization

_____ Return to donor

_____ Exchange

_____ Sale

Please list any documentation accompanying the collection, (donation forms, tax receipts, bill of sale, other): _____

Library Director (print)

(Date)

Library Director Name (signature)

DISASTER SUPPLY CHECKLIST

Preparation/Response items:

- A copy of this plan _____
- Instructional wheels _____
- Booklets _____
- Disaster Response DVD _____
- Essential contact lists _____
- Printout of vendors from state website _____
- Floor plans _____
- A current copy of Mote's Emergency Preparedness Plan _____
- Plastic sheeting and tarps _____
- Transport materials to move vital documents _____
- Plywood, plexiglass, rigid supports _____
- Library carts/dollies: *Stored in library and 3rd floor archives room* _____
- Generator and auto switchgear: *In place. Contact Maintenance with questions* _____
- Thermometer, hygrometer: *located in archives room on the 3rd floor* _____
- Cell phones _____

Recovery items:

Command, First Aid, Documentation, and Rest Station

- Walkie talkies/two way radios _____
- Antibacterial hand wash _____
- Antimicrobial soap _____
- Caution tape _____
- Duct tape _____
- Masking tape _____
- Batteries _____
- Chargers _____
- Name labels _____

Property of Mote Marine Laboratory, Sarasota, Florida.

Cash _____

Chairs _____

Tables _____

Computer _____

Printer _____

Fax machine _____

Extension cords _____

Flashlights/emergency lights _____

Surge protector small _____

Plain copy paper _____

Notepads _____

Pencils _____

Pens _____

Labeling materials _____

Posterboard _____

Waterproof markers _____

Mops _____

Paper towels _____

Rags _____

Blotting paper _____

Absorbent materials _____

White cotton towels/ sheets _____

Cheesecloth _____

Tape recorder _____

Eyewash and first aid kits: *in place on each floor. Check for damage prior to use after a disaster* _____

Toilet paper _____

Wet wipes _____

Scissors _____

Garbage bags _____

Snacks, non-perishable _____

Drinking water _____

Cotton swabs _____

Door wedges _____

Blankets _____

Color coded stickers for triage boxes (not items) _____

Tool kit _____

Head lamps _____

Plastic plates, cups, utensils _____

Salvage Station

Brushes with soft natural bristles (new paintbrushes) _____

Wet-dry vacuum _____

Vacuum with HEPA filter _____

Fans (floor and window) _____

Dehumidifiers _____

Property of Mote Marine Laboratory, Sarasota, Florida.

| | |
|------------------------------------|--|
| Plastic clips/clothespins _____ | Sponges, assorted sizes _____ |
| Clothesline/nylon string _____ | Soot sponges _____ |
| Canned air, air bulbs _____ | Chemical sponges _____ |
| Cameras for still and video _____ | Scrub brushes _____ |
| Camera memory _____ | Water pumps _____ |
| Camera batteries _____ | Mesh screening _____ |
| Camera chargers _____ | Utility knives / boxcutters _____ |
| Tables (portable) _____ | Buckets _____ |
| Safety glasses _____ | Garden hose with spray _____ |
| Rubber boots _____ | Respirators and masks (ANSI/NIOSH lowest particulate filter, z95, 3 microns and above) _____ |
| Hard hats _____ | Wood pallets _____ |
| Plastic aprons _____ | Freezer bags- gallon & quart (mostly gallon) _____ |
| Leather gloves _____ | Hair dryers _____ |
| Rubber gloves _____ | Polyethylene sheets & boxes _____ |
| Latex gloves _____ | Plastic trays/photo trays/shallow dish pans _____ |
| Tags _____ | Distilled water _____ |
| Plastic crates (milk crates) _____ | Cotton swabs _____ |
| Cardboard boxes _____ | Washtubs (3-4) _____ |
| Bubble wrap _____ | Plexiglass plates _____ |
| Package paper _____ | Polyester film _____ |
| Garbage bags _____ | |
| Wax paper _____ | |
| Butcher paper _____ | |

FIELD GUIDE ASSESSMENT FORM

Date _____ Time of assessment _____ A.M. P.M.

Name of person filling out assessment _____

Affiliation _____

Additional Participants _____

Assessor Name and Title:

Staff Member _____

Outside Professional _____

Other _____

Assessor Contact Info: (cell) _____ (home) _____

Street address _____

City/State/Zip _____ Email _____

Attachments to assessment form (type and number, e.g. 3 photographs etc.): _____

Assessment Location and Address: _____

Name of Agency/Individual administering collection and responsible for long-term care:

Mote Marine Laboratory Library/Susan Stover, Library Director

Administrator Contact Info: (cell) _____ (home) _____

Street address _____

City/State/Zip _____ Email _____

Type of Emergency/Disaster: _____

FIELD GUIDE ASSESSMENT FORM

| Material | # items damaged | % of collections damaged | Nature and Severity (use key) | Treatment needed? YES/NO | Urgent care needed? YES/NO | Priority level, 1,2,3? | Notes |
|----------------------|------------------------|---------------------------------|--------------------------------------|---------------------------------|-----------------------------------|-------------------------------|--------------|
| Books | | | | | | | |
| Paper | | | | | | | |
| Photographs | | | | | | | |
| Film | | | | | | | |
| Magnetic media/tapes | | | | | | | |
| Plastics | | | | | | | |
| Electronic equipment | | | | | | | |
| Leather | | | | | | | |
| Textile | | | | | | | |
| Equipment | | | | | | | |
| Biological | | | | | | | |
| Other | | | | | | | |

Nature and Severity Key:

Nature

- | | |
|------------------------------|----------------------------------|
| A. Water damage | H. Delamination |
| B. Mold | I. Warping, separation of layers |
| C. Corrosion | J. Fire damage |
| D. Cracking, splitting | K. Discoloration, stains |
| E. Tears and holes | L. Pieces loose or missing |
| F. Losses | M. Other _____ |
| G. Peeling, flaking, rotting | |

Severity

1. Severe
2. Moderate
3. Minor

INCOMING LOANS

Mote Library accepts loans of related material for temporary exhibition and research purposes if the Library Director deems it desirable. This form is intended for use with the Mote Library Policies and Procedures on Incoming Loans. Please attach any facility reports, shipping information, insurance papers, damage claims, and additional paperwork to this form. All loans must be approved by the Library Director.

Lending Agency: _____

Item(s) received from Lending Agency: _____

Description and Provenance of each item: _____

Purpose of Loan: _____

Insurance Agreement (Attach Documentation): _____

Shipping and Transport Agreement (Attach Documentation): _____

Incoming Loan received by _____ **on** _____ **20**____ **in the**

following condition (circle one): Excellent Good Fair Poor Damaged

Notes on arrival of item(s): _____

Duration of Loan: _____

If longer than 1 year, please explain:

Library Director (print)

(Date)

Library Director Name (signature)

MOVEMENT OF OBJECTS FORM

To be filed with the Library Director until the objects are returned to their original location. This form can include several objects.

| | | | | | |
|-----------------------------------|--|--|--|--|--|
| | | | | | |
| Date | | | | | |
| Item Name and Identifier | | | | | |
| Original Location | | | | | |
| Destination | | | | | |
| Purpose for moving | | | | | |
| Return Date | | | | | |
| Name of Person Moving Item | | | | | |

This form should be used whenever an item is moved, and can include the following scenarios: for a few hours while a researcher uses an item, for cleaning or conservation treatment, for disasters, if the object will be used in an exhibit here at Mote, or if the item will be loaned out. This form applies only to the special collections, not the library's circulating collection. This form does not apply to the Mote Technical Reports.

MOVEMENT OF OBJECTS FORM

To be left in place of object within collections. Use 1 form per object.

| | |
|-----------------------------------|--|
| | |
| Date | |
| Item Name and Identifier | |
| Original Location | |
| Destination | |
| Purpose for moving | |
| Return Date | |
| Name of Person Moving Item | |

OUTGOING LOANS

Some items from the Mote Library Special Collections may be loaned to other organizations for educational exhibits or scholarly research. This form is intended for use with the Mote Library Policies and Procedures section regarding Outgoing Loans. No loaned item may be altered, dismantled, or used for commercial gain. Please attach any facility reports, shipping information, insurance papers, damage claims, and additional paperwork to this form. All loans must be approved by the Library Director.

Receiving Agency: _____

Item(s) on Loan from the Mote Library: _____

Description and Provenance of each item: _____

Purpose of Loan: _____

Insurance Agreement (Attach copies of documentation): _____

Shipping and Transport Agreement (Attach Copies of Documentation): _____

Outgoing Loan sent by _____ **on** _____ 20__ in the

following condition (**circle one**): Excellent Good Fair Poor Damaged

Notes on condition of item(s): _____

Duration of Loan: _____

If longer than 1 year, please explain:

Library Director (print)

(Date)

Library Director Name (signature)

PRESERVATION SURVEY SAMPLES

Taken in entirety from the Society of American Archivists and the Northeast Document Conservation Center for reference purposes. The actual survey used will be at the discretion of the executor of any preservation survey.

PRESERVATION SURVEY, SAA, SAMPLE #1

Collection/Record Group _____

Accession No. _____

Estimated use _____

Inclusive dates _____ Dominant Dates _____

Size: Linear Feet _____ Items _____ Other Measure _____

Reproductions _____ Format _____ Date _____

Publication _____

Survey Unit _____ Location _____

Name of Surveyor _____ Date(s) of Survey _____

Type and Evaluation of Housings

Primary Housings (physical and chemical condition, overfilled, underfilled):

- Archives box
- Record center box
- Drawer
- Other _____
- None

Secondary and Tertiary Housings (physical and chemical condition, overfilled, underfilled):

- Folders
- Envelopes
- Sleeves
- Other _____
- None

Types of Records

| | None | Few | $\frac{1}{4}$ | $\frac{1}{2}$ | $\frac{3}{4}$ | $\frac{3}{4}$ -all |
|-------------------|-------------|------------|---------------|---------------|---------------|--------------------|
| Loose paper | | | | | | |
| Bound volumes | | | | | | |
| Graphic materials | | | | | | |
| Photographs | | | | | | |
| Index cards | | | | | | |
| Sound recordings | | | | | | |
| Other | | | | | | |

Condition of Records (specify quantity)

| | None | Few | $\frac{1}{4}$ | $\frac{1}{2}$ | $\frac{3}{4}$ | $\frac{3}{4}$ -all |
|-------------------------|-------------|------------|---------------|---------------|---------------|--------------------|
| Folded/rolled | | | | | | |
| Brittle | | | | | | |
| Tears | | | | | | |
| Pressure sensitive tape | | | | | | |
| Acidic ink | | | | | | |
| Mold | | | | | | |
| Water damage | | | | | | |
| Surface dirt | | | | | | |
| Previous treatment | | | | | | |
| Unstable | | | | | | |
| Board/case loose | | | | | | |
| Board/case detached | | | | | | |
| Other | | | | | | |

Duplication needs

| | None | Few | $\frac{1}{4}$ | $\frac{1}{2}$ | $\frac{3}{4}$ | $\frac{3}{4}$ -all |
|---------------------|-------------|------------|---------------|---------------|---------------|--------------------|
| Impermanent media | | | | | | |
| Faint text or image | | | | | | |
| Colored media | | | | | | |
| Fasteners | | | | | | |
| Special formats | | | | | | |
| Historical features | | | | | | |
| Other | | | | | | |

General Observations: _____

Recommendations: (Based on combined factors of value, use, and condition):

Rehousing: _____

Duplication: _____

Treatment: _____

Estimated Time: _____

Priority Level: _____ High _____ Medium _____ Low _____ None

Additional Notes: _____

PRESERVATION PLANNING SURVEY, NEDCC, SAMPLE #2

Institutional Overview

1. Institution name:

Date established:

Major activities:

Brief information about the institution's history:

Place of Special Collections in organization of institution:

Brief history of the collection(s) being surveyed:

2. What is the Library's mission? If there is a brief written mission statement, input it here. For longer mission statements, please summarize.

3. What is the total size of the Library's staff? (FTE = full-time equivalent)

FTE Professionals

__ FTE support staff

__ student assistants, representing __ FTE

__ volunteers, representing __ FTE

4. Which staff members work with the collections being surveyed, and what are their duties? If staffing for the collections is part-time, what portion of the staff members' time is spent on the collections being surveyed?

5. What is the Library's overall budget for all of its activities?

6. Does the institution have a long-range strategic plan? Is collections preservation addressed in this plan? Describe the long-range plan and indicate what topics it covers.

7. Does the institution have plans for expansion or renovation in the foreseeable future that will affect special collections?

This examination of your collections is not meant to serve as a formal collection condition survey, but it will assist you in determining which materials need further attention. You may decide that one or more collection condition surveys are required for specific subsets of your collection (e.g., rare books, photographs, scrapbooks). This type of inspection most often takes the form of an item-by-item survey by a conservator with detailed knowledge of that particular type of material.

What portions of your paper based collections do you feel are most at risk?

Taking into account condition and risk, and considering which collections are most important to your Library, which paper-based collections do you feel might be your highest priority for preservation, and why? What obstacles do you think you might face in preserving those collections you deem to be most at risk?

Paper-Based Collections

1. These questions address each category of collections below.

- What groups of items are most deteriorated?
- Which have most importance to your Library's mission?
- What is the current and projected use for these materials?
- What collections should be your highest priority for preservation within each category, and why?

Bound Materials:

Documents/Manuscripts/Ephemera:

Newsprint:

Maps/ Plan/ Drawing:

Art on Paper:

Scrapbooks:

Photographic Prints:

2. Are there portions of the paper-based collections that may require a collection condition survey to determine preservation priorities on the item level (e.g., photographs, scrapbooks, artwork)? If so, which?

3. Based on the priorities set out above, identify the overall three to five highest priority collections in need of preservation attention within your Library, and explain your reasoning.

4. Are there any obstacles that need to be overcome when working in preserving the collections that are most at risk?

Once you are aware of recommendations for environmental control, and have monitored the environmental conditions in your building to identify problem areas, how do you achieve the desired conditions? What if you have a less-than-perfect building? If compromises in the environment are necessary, how do you provide the best conditions possible given the limitations of your building?

In this section you will learn about strategies for managing HVAC systems, controlling light, and providing cold or frozen storage for collections. You will also explore low-cost options for improving environmental conditions.

The Building and Environment

General Building Issues

1. In what year was the building constructed? Is the building a historic structure?

2. Have additions or renovations been made to the building?
If yes, describe them and indicate when they were made.

3. Are renovations planned for the building in the future?
If yes, describe them and indicate when they were made.

4. What are the predominant materials used in the construction of the building (e.g. wood frame, masonry, steel and poured concrete)?

5. What is the general condition of the building? Has it been well maintained?

5a. Is there a regular schedule of inspections and maintenance of the building (e.g., roof, drains, plumbing)? If yes, who performs inspections and maintenance, and how often? Is there a written schedule for these activities? If yes, attach a copy. Is an ongoing log of building problems kept?

5b. Is there a history of problems with the building (e.g., roof leaks, pipe leaks, flooding, blown fuses, mold growth)? If yes, use a separate sheet to describe in detail.

6. What is the condition of the roof and drains?

6a. Is the roof flat or pitched? If it is flat, does water accumulate on the roof?

6b. What is the roof covering? Are there any signs of damage (e.g. cracking, buckling, deteriorated flashings)? How old is the roof? (Most modern roofing materials have an anticipated life-span of no more than 20 years.)

6c. How does the roof drain? Are gutters and drains well attached, in good condition, and functioning? Are they cleaned routinely?

6d. Are there skylights? If so, are seals or caulking deteriorated?

7. What is the structure and condition of the exterior of the building?

7a. Are exterior surfaces and finishes intact (e.g., are shingles missing, is paint blistered or peeling, has mortar deteriorated, are there accretions on masonry that point to water or condensation problems)?

7b. Are there cracks in the foundation or other signs of deterioration?

7c. How is the foundation sealed? Do the drains channel water away from the building? Does water accumulate at the foundation?

7d. Are insulation and vapor barriers provided?

8. What is the condition of the interior of the building?

8a. What are the age and condition of the plumbing system?

8b. What are the age and condition of the electrical system?

8c. Does the building have an attic or basement? Are collections stored in these spaces? Are these spaces clean, or cluttered and dirty? Is the basement wet or dry?

8d. Is there evidence of water leaks inside the building (e.g., around windows, on interior walls, or on ceilings)?

- 8e. Is there any history or evidence of rodents, insects, or mold in the building?
- 8f. Have there been any problems with condensation within the building?
9. Does anyone else occupy the building in addition to the repository being surveyed?
If yes, what has been done to address this problem?
10. Provide a general description of the building's layout (e.g., number of floors, number and type of rooms on each floor).
11. Is there a shortage of collections storage space in the building?
If yes, what has been done to address this problem?
12. What are your 3-5 highest priorities for improving the condition of your building?

Fire Protection

1. Have the collections undergone significant damage from fire within the last five years? If yes, please describe.
2. What types of fire detection devices are installed (e.g., smoke sensors, heat sensors)?
- 2a. Is the detection system connected to a 24-hour monitor?
- 2b. What and where is that station or agency? What would the speed of response to an alarm be?
- 2c. Is the detection system regularly maintained and tested? By whom?
3. Is there an automatic fire suppression system? What is the equipment (e.g., Halon, sprinklers, other)? Is the suppression system regularly inspected and tested? By whom?
4. If there are sprinklers, are they wet pipe, dry pipe, or pre-action?
- 4a. What is the activation temperature for the sprinkler heads?
- 4b. Do the heads discharge individually?
5. Are portable fire extinguishers available? Where? What type? Are they inspected yearly? Has staff been trained to use them?
6. Is there an evacuation plan for the building? Are fire drills held? How frequently?
7. Has there been a fire safety inspection of the building by the Fire Department or Fire Marshal within the past year?

8. If there is a book drop that opens into the building, how is it secured against vandalism or arson? Is there a smoke/heat detector directly above the opening? Could the book drop be eliminated?

Security

1. Does the building have an automated intrusion alarm system? What types of alarms are provided (e.g., motion detectors)? Is the system monitored 24-hours a day? By whom?

2. Does the building have window locks, alarmed doors, or security guards?

3. How are use and distribution of keys controlled? Who has keys to the building? Is there a mechanism for distributing and collecting keys for new or terminating employees?

4. Where are the historical collections located within the building? Who has a key to this area? Who can access this area during working hours (e.g., all staff, some staff, the general public)?

5. Describe the current procedures for access to and use of the historical collections:

5a. Are researchers asked for positive identification? Are they required to fill out a registration form? Are researchers required to fill out call slips to document which collections they use? Are all forms retained by the Library?

5b. Are materials of special value counted out for researchers, returned, and checked by staff before additional materials are issued?

5c. Are all researchers in view of a staff member at all times? Are tables and desks positioned to provide optimum supervision by staff? Are researchers ever left unsupervised when they are using valuable materials?

6. Has a staff member been assigned responsibility for security management?

7. Are there written rules for use of the historical collections, and are these distributed to researchers?

8. Is there a written closing procedure for the building? Who is responsible for checking the building each evening?

Priorities

1. What are your 3-5 highest priorities for improving fire protection and security for your collections?

o Individual Storage/Exhibition Areas

(Use one sheet for each space to be surveyed)

Name of Room:

Approximate size of room:

Location in Building:

What collections are stored in the room?

Temperature and Relative Humidity

1. What climate control equipment serves the space? Is there heating? Cooling? Humidity control?
2. What are the current temperature and relative humidity (on the day of the survey)?
3. What are the normal temperature and relative humidity in the space? Are there fluctuations during the year?
4. Are temperature and humidity monitored in the space? How?

Pollution

1. How are pollutants controlled in the space? Is there a coating of dust in the collections storage areas that might indicate inadequate filtration? Are there deposits visible near vents?

Pests/Mold

1. Is the space clean or dirty? Is it cluttered? What is the housekeeping schedule for the space?
2. Are there any indications of pest infestation (e.g., droppings, insect bodies, shredded paper, stains or damage in bindings or paper)? Is there a history of pest infestation in the space?
3. Is there evidence of current or past mold on collections? Is there a history of mold in the space? If yes, have the leaks or climate conditions responsible been corrected?

Light

1. What artificial lighting is used in the space? If fluorescent, is UV light filtered? What are the light levels?
2. What are the number, type, and size of windows in the space? What direction do they face? Do they have shades or drapes? Are these used, and if so, when? Are the windows filtered to remove UV light and reduce the intensity of visible light?

Water Hazards

1. Are there water-bearing pipes in the room? Where are they in relation to collections?
2. Is there any evidence of current leaks on the walls or ceiling? Is there evidence of previous water damage (e.g., stains, efflorescence, plaster damage, mold), especially in basement and attic areas?
3. If there are known water hazards in this space, is an alarm system in place?
4. Are all collections in this space at least 4" above floor level?

Fire Hazards

1. What electrical equipment is in use in the space? Is the wiring adequate? Is there any history of blown fuses or electrical failure in this space?
2. Is the space equipped with smoke and/or heat detectors? A portable fire extinguisher? Automatic fire suppression?

Security

1. Is the space accessible to the public, or to staff only?

2. Is the space kept locked? _ yes _no

Is there a security system? _ yes _ no

If so, who has a key and/or an access code? Does everyone who has access to the space actually need it?

3. If researchers are allowed in the space, are they observed at all times?

Priorities

1. What are your highest priorities for improving conditions in this space?

2. What priority for improvement does this space have compared to other storage/exhibition spaces in your building?

What are your highest priorities for improving storage, handling, and exhibition of your collections?

o *Collection Care*

Storage and Handling Worksheet

1. Who on staff is responsible for choosing shelving units and storage materials?

2. What kinds of storage furniture (e.g., map files, compact shelving, freestanding shelves, file cabinets, microfilm cabinets) are in use?

3. Is sufficient furniture available for orderly, uncrowded storage of all collections?

4. Are shelves or cabinets large enough to support objects completely?

5. Is there good air circulation around collections?

6. Are wooden shelving units or cabinets used for storage of historical collections? Where and for what materials?

6a. What type of wood is used? Are any composite materials, such as particleboard or plywood, used?

6b. Have these storage units been sealed? With what?

6c. Is there any barrier (e.g., archival box, phase box, metallic laminate, glass, Plexiglas) between collections and wood?

7. In general, what types of enclosures are used for collections?

7a. Are plastic enclosures made from stable plastics?

7b. Are paper enclosures lignin-free and buffered?

7c. Do photograph enclosures pass the Photographic Activity Test (PAT)?

- 7d. Are insulation and vapor barriers provided?
8. From what supplier(s) does the Library purchase enclosures?
9. Are all staff members who handle collections trained in proper handling procedures?
- 9a. What does the training consist of?
- 9b. Does it cover all types of collections?
10. Does the Library have rules governing the use of research materials, including handling (e.g., only pencils may be used; no food and drink in the research rooms), and are these stated for every user? Are they enforced?
- 10a. Are instructions given to users verbally, written, or in both ways?
- 10b. Do handling instructions cover all types of collections?
11. Who is allowed to photocopy historical collection materials -- staff, patrons, or both? What may be photocopied? Are there materials that cannot be photocopied because of their fragility and the danger of damaging them? How are these materials identified?
12. Is an edge copier available?
13. Are original photographic prints and negatives handled only when absolutely necessary, and are gloves used?
14. What type of workspace is available for staff and researchers? Is there sufficient flat space within the storage area to remove and set down large boxes or map folders? Is there sufficient table space for users to work with large folders and boxes?
15. How are historical books processed? Are labels or other adhesives used to attach call numbers?
16. When is the last time the collections and storage furniture were cleaned? How was this done, who did it, and how were they trained?
17. What are your three to five highest priorities for improving storage and handling of your collections? What obstacles might you face, and how might you overcome them?

Exhibition

1. Does the Library exhibit books, documents, or other artifacts? What types of materials are exhibited, and how often are exhibits changed or objects rotated? Are any artifacts in the collection permanently displayed?

2. Describe the exhibit cases. What are they made of? Do they have interior lighting? Is there air circulation? Is the climate within the cases monitored?
3. What are the overall light levels in exhibit spaces? Are any exhibit areas lit by windows or other natural light? Are shades and/or ultraviolet filters used to reduce light exposure?
4. Does the Library have written guidelines for what may or may not be exhibited and for how exhibits should be prepared?
5. Who has responsibility for preparing materials for exhibit? Is this person knowledgeable about the preservation requirements?
6. Are facsimiles or duplicates exhibited whenever possible?
7. Are exhibited items fully and safely supported with stable materials?
8. What security precautions are taken for exhibited objects?
9. What are your 3-5 highest priorities for improving exhibition practices? What obstacles might you face and how might you overcome them?

What are your highest short-term priorities for reformatting and treatment of your collections? What obstacles might you face in accomplishing your priorities?

Reformatting and treatment

Reformatting

Photocopying

1. Does the Library use photocopying as a preservation tool? What types of materials have been preservation photocopied?
2. Is the work done in-house or contracted out? If it is contracted out, who is the vendor, and what standards and procedures does the vendor follow? If it is done in-house, what guidelines are followed?
3. What are your Library's priorities for preservation photocopying?

Preservation Microfilming

1. Have historical materials been microfilmed for preservation? If yes, describe what has been filmed, when it was filmed, who filmed it, and what standards were followed in the filming process.

Property of Mote Marine Laboratory, Sarasota, Florida.

2. If a commercial vendor provides microfilming, does the Library have a contract that specifies preservation standards for filming, processing, and storage? Is the film inspected to make sure it meets quality standards? What inspection methods are used?
3. Are archival enclosures used for storage of microfilm negatives and positive-use copies?
4. Are master negatives of all microfilm stored at an offsite location? Does this site meet environmental standards for microfilm preservation?
5. Are microfilm readers cleaned and maintained on a regular basis? By whom, and how often? Are staff and users instructed in the use of microfilm equipment? Are users well supervised?
6. Are there breaks, scratches, spots, or other damage in the microfilm collection?
7. What are the Library's highest priorities for preservation microfilming?

Duplication of Audiovisual Collections

1. Have any of the Library's special collections been digitized? What was the goal of the project (e.g., to provide short-term or medium-term access; to create digital data that will be preserved over the long term)?
2. Do all photographic prints have negatives? If not, is there a program to produce copy negatives? Are there original negatives in the collection that do not have corresponding prints?
3. Are there any nitrate or early safety film negatives in the collection? Is there evidence of deterioration (bubbling of emulsion, discoloration, odor) that would indicate a priority for duplication? Have arrangements been made to duplicate and discard any nitrate film?
4. Is there any motion picture film on nitrate base in the collection? Is it stored according to local regulations? Have arrangements been made to duplicate it as soon as possible and discard the original film?
5. Have preservation masters and service copies been made of audiotapes and videotapes that are actively deteriorating or are in formats that are becoming obsolete? Are the masters in digital or analog format?
6. What vendor(s) provide duplication services for the collections? Are they experienced in working with historical collections?
7. What are the Library's highest priorities for duplication of audiovisual collections?

Digital Imaging

Property of Mote Marine Laboratory, Sarasota, Florida.

1. Have any of the Library's special collections been digitized? What was the goal of the project (e.g., to provide short-term or medium-term access; to create digital data that will be preserved over the long term)?
2. Was the work contracted out? What guidelines and procedures were used? How are the resulting digital objects indexed, described, and stored?
3. Have the scanned collections been preserved using traditional preservation methods (e.g., housing in archival boxes/folders; preservation microfilming)?
4. If scanning has not been undertaken, is there interest in digital imaging in the future? Are the institution's administrators and governing board familiar with the limitations of digital imaging as a preservation medium?

Treatment

In-house Treatment/Collections Conservation

1. Have historical materials been repaired in-house in the past? What was repaired, by whom, and what supplies and procedures were used?
2. Are items from the historical collection currently repaired in-house? What is repaired, and by whom? Are archival-quality supplies and proper procedures used? What training has the person performing repairs received?
3. What are the Library's priorities for in-house treatment?

Conservation Treatment

1. Have items from the historical collection received conservation treatment? What are they, and who treated them?
2. Are there standard procedures for making decisions to send items for conservation treatment? Do they consider artifactual value, monetary value, informational value, condition, and level of use?
3. Are permanent records kept of all conservation treatments that are carried out?
4. What are the Library's priorities for conservation treatment?

Library Binding

1. Does the Library use a library binder for binding or rebinding of monographs or serials in the historical collection? If yes, is the binder a member of the Library Binding Institute?
2. Does the Library have a written contract or specifications with the binder beyond a product/price list? If so, describe the terms and specifications included.

3. What items from the historical collection have been re-bound? How are decisions made about which items should or should not be re-bound?

4. Does the Library specify the method of leaf attachment to be used, or is that decision left to the binder? Is there a no-trim policy?

5. What types of quality control inspection are performed by staff for items that have been returned from the bindery?

6. Does the work done by the current binder appear to be satisfactory? Are changes to the binding program needed?

What portions of your collections do you feel are most at risk?

What do you feel are your highest priorities for disaster planning, and why? What obstacles do you think you might face in implementing disaster planning activities?

Disaster Planning

1. Does the Library have a written disaster plan?

If yes, when was it first prepared?

Who is responsible for implementing and updating the plan?

Has it been updated within the last year?

2. Have any staff members been trained in disaster planning and/or disaster recovery? How many? What is their position?

3. Has the Library conducted a risk assessment?

If yes, what were the most serious risks identified?

4. What steps has the Library taken to reduce the risks identified in the risk assessment? If a formal risk assessment has not been done, have general steps been taken to protect collections against water and fire damage?

5. Are basic supplies for emergency response on hand and reserved only for emergencies (see list provided in text)? Where are they stored?

6. Is updated contact information available for potential service providers (e.g., local freezer storage space for wet collections, vacuum freeze drying vendors, building dry out vendors)?

7. Are duplicate collection records stored off-site?

8. Has staff identified salvage priorities for the collections in the event of a disaster? Does the fire department know these priorities?

9. Have staff responsibilities for disaster response been assigned and does everyone know his or her role? Do staff members have a basic familiarity with methods for salvaging wet collections? Are periodic training sessions held?

10. Are collections insured against disaster damage? What risks are covered? What costs would the insurance cover (e.g., labor, vacuum freeze drying, conservation, freezer space)?

10a. Are collection records current and detailed enough to satisfy the insurer? What procedures does the insurer require in the event of a disaster?

10b. Is special insurance coverage needed for valuable portions of the collection?

11. Considering the answers to the questions above, what are the Library's highest priorities for disaster planning (e.g., what are the next steps it should take)?

What are your highest short-term priorities for improving preservation management within your Library? What obstacles do you think you might face in implementing preservation management activities?

Building a Preservation Program

Preservation Management

1. What does your Library consider its most serious preservation problems? What are your Library's goals for this preservation planning survey?

2. What steps have already been taken to prolong the life of the collections? Include efforts such as upgrading supplies and storage materials, improving environmental conditions, conservation treatment, or microfilming.

3. Does your Library have long-range goals for preservation of its collections? What are they? Is there a written preservation plan? If yes, describe it and indicate what topics it covers.

4. Does your Library have written policies for preservation activities? If so, describe them.

5. Are your institution's senior administrators and trustees aware of preservation needs and committed to the protection of the collections?

6. Is there a program of preservation education for trustees, administrators, staff, and/or the public? What does it include?

7. Are staffing and staff training adequate to carry out basic preservation activities and other needed activities for the collections? What is the level of preservation knowledge of those responsible for supervising preservation activities?

8. Does your Library have a budget line item devoted to preservation of the collection(s) being surveyed? If not, are some funds devoted to preservation purposes? In either case, how and for what purposes are these funds allocated?

8a. Indicate the approximate level of annual expenditures for specific activities (e.g., microfilming, archival supplies).

8b. What is the source of these funds (e.g., regular budget line, grants, gifts)?

9. How does your Library organize its preservation activities? Does one staff member have formal responsibility for preservation activities? Is there a preservation committee? To whom does the staff member or committee report? What preservation activities does the staff member or committee responsible for preservation routinely carry out or supervise (e.g., environmental monitoring, preservation microfilming, rehousing of collections into archival enclosures, disaster planning)?

10. What are your highest priorities for improving preservation management within your Library?

RESEARCHER AGREEMENT FORM

The Mote Library and Archives is committed to preserving and making available records of enduring value to the public by appointment during normal Mote Library hours. The researcher accepts the following conditions:

- The Mote Library may limit or deny the use of original records deemed too physically vulnerable to withstand handling. In such cases the Mote Library will do everything possible to provide the researcher with a suitable reference copy.
- The Mote Library has the right to deny access to unprocessed materials. Exceptions may be made at the Library Director's discretion.
- The Mote Library may deny access on the basis of any of the following: donor or legal restrictions, lack of documentation, physical condition, or lack of description.
- All researchers using the Special Collections are asked to sign the Library's log book with their contact information, and to provide identification upon request.
- The Mote Library may deny access to any researcher who has demonstrated carelessness or deliberate destructiveness or the potential for harm toward Mote property, staff, volunteers, or the collections.
- The Mote Library may restrict the number and type of personal belongings a researcher may have out while working with materials.
- Mote Library has the right to search all property in the researcher's possession upon arrival and departure from the Mote Library including but not limited to: briefcases, backpacks, purses, envelopes, packages and office equipment.
- The Mote Library may inform users of parallel research by others using the same material.
- Electronic, photographic, or paper copies of materials may be made with approval and under supervision so long as there is no violation of donor agreements or copyright law.
- There is no charge to access the collections, though reasonable fees may be charged for reproduction services.

Researchers agree to abide by the following procedures:

- Open only one box, or bound volume at a time.
- Remove and open only one folder from a box at a time.
- Keep records flat on the table at all times.
- Keep items in the order they are found.
- Wear white gloves provided by the Mote Library when handling materials.
- Leave all bags on the floor in plain view.
- Notepaper, notecards, pencils, and laptops may be used while working with materials.
- The following items may not be used near the records: liquids, food, pens, highlighters, pressure sensitive note taking devices, and sharp objects.
- Cameras are subject to approval by Library staff and any reproductions must follow copyright law where applicable.

Researcher Name (printed)

(Date)

Researcher Name (signature)

SALVAGE FORM

This form is intended for use with the Mote Library Policies and Procedures, Section 6, Appendix B, Disaster Preparedness Plan, and the Field Guide Assessment Form. Keep a form for each item or groups of items together with any notes taken throughout the process.

Item(s) name: _____

Item(s) description: _____

Original Location (physical): _____

Unique Identifier/Finding Aid Reference/Location within collection/Call Number: _____

Nature and Severity (use key below): _____

Priority Level* (circle one): 1 2 3 4 5

*Priorities for salvage after a disaster are based on the following: the item's importance (vital or essential records), valuable, rare or irreplaceable records, hazardous, most severely damaged records, time-sensitive damage (things that will mold quickly, bleeding dyes), and items where in-house salvage is possible. See Section 1.2 of Appendix B, Disaster Preparedness Plan for specific collection priorities.

Action(s) Taken (circle one):

No Action Disposal Cleaning Freezing Rinse Air-Dry Other _____

Performed by: _____ Date/Time: _____

Nature & Severity Key:

Nature

- | | |
|------------------------------|----------------------------------|
| A. Water damage | H. Delamination |
| B. Mold | I. Warping, separation of layers |
| C. Corrosion | J. Fire damage |
| D. Cracking, splitting | K. Discoloration, stains |
| E. Tears and holes | L. Pieces loose or missing |
| F. Losses | M. Other _____ |
| G. Peeling, flaking, rotting | |

Severity

1. Severe
2. Moderate
3. Minor

Appendix G

Glossary

Many of these definitions have been taken in part or in entirety from the glossaries of the Society of American Archivists, by Richard Pearce-Moses, and the American Association of Museums. Please see the reference section in the Appendix for more complete citations.

As used in these guidelines:

Accessioning: The formal process used to accept and record an item as a collection object. Accessioning is also the creation of an immediate, brief, and permanent record utilizing a control number (e.g. 2008.09.49, 17-2008) for an object or group of objects added to the collection from the same source at the same time, and for which the Mote Library has custody, right, or title.

Archives: (also archive) 1. Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records. 2. The division within an organization responsible for maintaining the organization's records of enduring value. 3. An organization that collects the records of individuals, families, or other organizations; a collecting archives. 4. The professional discipline of administering such collections and organizations. 5. The building (or portion thereof) housing archival collections. 6. A published collection of scholarly papers, especially as a periodical.¹

Arrangement: 1. The process of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials. 2. The organization and sequence of items within a collection.

Care: The Mote Library keeps appropriate and adequate records pertaining to the provenance, identification, and location of its holdings, and applies current professionally accepted methods to their security and the minimization of damage and deterioration.

Collections: Records or groups of records owned by Mote for the purpose of promoting research and fulfilling Mote's mission.

Collections Management Policy: A written document, approved by the governing authority, which specifies the policies of the Mote Library and Archives concerning all collection-related

¹ In the vernacular, 'archives' is often used to refer to any collection of documents that are old or of historical interest, regardless of how they are organized; in this sense, the term is synonymous with permanent records. That use is reflected by archives⁶, as used within the e-prints community and periodicals such as *The Archives of Internal Medicine*. Within the professional literature, archives are characterized by an organic nature, growing out of the process of creating and receiving records in the course of the routine activities of the creator (its provenance). In this sense, archivists have differentiated archives from artificial collections.

issues including accessioning, documentation, storage, and disposition. Policies are general guidelines that regulate the activities of the Mote Library and Archives and provide standards for exercising good judgment.

Collection Priorities: Vital records critical for continuing operations (see vital records), and collection items such as non-replaceable items, items where no duplicate exists, items essential to the integrity of the collection, and items whose physical composition requires immediate post-disaster attention.

Conservation: The repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible. The profession devoted to the preservation of cultural property for the future through examination, documentation, treatment, and preventive care, supported by research and education. Conservation counters existing damage, as distinguished from preservation, which attempts to prevent damage.

Deaccessioning: The formal process used to remove permanently an object from the collections of the Mote Library.

Description: 1. The process of creating a finding aid or other access tools that allow individuals to browse a surrogate of the collection to facilitate access and that improve security by creating a record of the collection and by minimizing the amount of handling of the original materials. 2. A written account of the physical characteristics, informational content, and functional purpose of a records series or system.

Encoded Archival Description (EAD): A standard used to mark up (encode) finding aids that reflects the hierarchical nature of archival collections and that provides a structure for describing the whole of a collection, as well as its components. EAD is defined as a document type definition (DTD) that is compatible with both Standard Generalized Markup Language (SGML) and extensible markup language (XML). [EAD] is intended to provide repositories with a means of establishing an effective, accessible, and stable presence for their holdings information.

EAD accommodates variations in the length and content of finding aids within and among repositories, and preserves in electronic form the complex, hierarchically structured descriptive information found in archival repositories and registers, while also enabling the documents to be navigated and searched in ways that their printed counterparts cannot.²

Evidential Value: 1. Value that lies in the organic creation of the records and their use to the creating organization itself. 2. The quality of records that provides information about the origins, functions, and activities of their creator. 3. The importance or usefulness of something to prove or disprove a fact.

File Unit: 1. A group of related documents treated as a single item for purposes of classification, storage, and retrieval. 2. A number or word within a heading used to sort the headings.

²Feeney, Kathleen. "Retrieval of Archival Finding Aids Using World-Wide-Web Search Engines.," *American Archivist* 62:2 (Fall 1999), p. 206–228.

Finding Aid: 1. A tool that facilitates discovery of information within a collection of records. 2. A description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials. Finding aid¹ includes a wide range of formats, including card indexes, calendars, guides, inventories, shelf and container lists, and registers. – Finding aid² is a single document that places the materials in context by consolidating information about the collection, such as acquisition and processing; provenance, including administrative history or biographical note; scope of the collection, including size, subjects, media; organization and arrangement; and an inventory of the series and the folders.

Informational Value: Content based value. The usefulness or significance of materials based on their content, independent of any intrinsic or evidential value.

Intrinsic Value: The usefulness or significance of an item derived from its physical or associational qualities, inherent in its original form and generally independent of its content, that are integral to its material nature and would be lost in reproduction. Examples include age, uniqueness, or the presence of controversy. Intrinsic value exists where the original is the only acceptable format in archival terms.

Item: A thing that can be distinguished from a group and that is complete in itself. An item may consist of several pieces but is treated as a whole. For example, a letter may have several physically discrete pages but is treated as an item because of its content. A decision about the boundaries of an item is sometimes ambiguous; a photograph album may be considered an item, and the individual photographs within the album may also be considered items. Items are generally considered to be the smallest archival unit.

Loans: Temporary assignments of collection objects from the Mote Library and Archives or temporary assignments of similar objects to the Mote Library for stated educational purposes, such as exhibition or research. These assignments do not involve a change in ownership.

Original Order: The organization and sequence of records established by the creator of the records. Original order is a fundamental principle of archives. Maintaining records in original order serves two purposes. First, it preserves existing relationships and evidential significance that can be inferred from the context of the records. Second, it exploits the record creator's mechanisms to access the records, saving the archives the work of creating new access tools. A collection may not have meaningful order if the creator stored items in a haphazard fashion. In such instances, archivists often impose order on the materials to facilitate arrangement and description. The principle of respect for original order does not extend to respect for original chaos.

Preservation: 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. The act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment. Preservation is sometimes distinguished from conservation, the latter

describing treatments to repair damage. However, preservation activities are often considered a subdiscipline within the profession of conservation.

Processing: 1. The arrangement, description, and housing of archival materials for storage and use by patrons. 2. The steps taken to make the latent image on exposed photographic or microfilm materials visible.

Provenance: The origin or source of an item, and to information regarding the origins, custody, and ownership of an item or collection. Provenance is a fundamental principle of archives, referring to the individual, family, or organization that created or received the items in a collection. The **principle of provenance** or the *respect des fonds* dictates that records of different origins (provenance) be kept separate to preserve their context.
Record Group

Rehousing: The process of transferring records from one enclosure to another, more stable one, such as acid-free archival folders and boxes.

Repository: A place where things can be stored and maintained; Any type of organization that holds documents, including business, institutional, and government archives, manuscript collections, libraries, museums, and historical societies, and in any form, including manuscripts, photographs, moving image and sound materials, and their electronic equivalents.

Respect des fonds: See Provenance.

Series: File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Also known as record series. In archival practice, the series is the usual unit of cataloging or description.³

Society of American Archivists: Founded in 1936, the Society is North America's oldest and largest national archival professional association. It serves the educational and informational needs of its members and promotes the identification, preservation, and use of records of historical value. See <http://www.archivists.org/>.

Scope and/or Content Note: A narrative statement summarizing the characteristics of the described materials, the functions and activities that produced them, and the types of information contained therein. Scope and content notes are part of finding aids and catalog records.

Special Collections: See Archive. Special collections can sometimes be used to distinguish between papers created by an organization (archives) versus those of an individual or family, i.e. special collections or manuscripts.

³ Hensen, Steven L. *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries* – 2nd ed. (Society of American Archivists, 1989).

Vital or Essential Records: For the purposes of these policies, vital or essential records refer to emergency operation records immediately necessary to begin recovery of business after a disaster, as well as rights-and-interests records necessary to protect the assets, obligations, and resources of the organization, as well as its employees and customers or citizens. Vital records typically document delegation of authority and lines of succession and include legal documents and contracts, financial records, and other documents that establish the rights and obligations of the organization, its employees and customers, stockholders, and citizens.