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## **Report of a Preservation Needs Assessment**

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Historical Collection  
Bigelow Free Public Library  
Clinton, MA  
May 31, 2022

Submitted on July 19, 2022 by:

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## Executive Summary

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On May 31, 2022, paper-based materials housed at the Bigelow Free Public Library were assessed for preservation planning purposes by Alison Fulmer, Preservation Specialist for the Northeast Document Conservation Center (NEDCC) in Andover, MA. The assessment evaluated the building and environment as they relate to the preservation needs of the materials; examined current policies, storage, and handling procedures; and assessed the general condition of materials. Observations and recommendations are based on a pre-site visit questionnaire, a full-day site visit, and discussions with Marie Letarte, Library Director, and Brian Farragher, Director of Facilities and Grounds for the Town of Clinton.

The Bigelow Free Public Library (BFPL) began as the Bigelow Mechanics Institute, which transformed into the stockholder-based Bigelow Library Association in 1873. The Library Association later donated the collection to the Town of Clinton, which formed the Bigelow Free Public Library. The current Library building was constructed in 1902. Collections in the BFPL are accessible to the public during regular Library hours: Tuesday and Friday 9am-6pm, Wednesday and Thursday 9am-8pm, and Saturday 9am-2pm.

The BFPL is in the process of evaluating the Library's older historical books from approximately the mid-19<sup>th</sup> century through the 20<sup>th</sup> century, referred to as the "Older Holdings", for retention. Books retained from the Older Holdings will form the Library's new Historical Collection (HC). The primary collecting focus of the HC will be material relating to the history of the Town of Clinton and local community, the history of the library, and select research topics. Certain material has already been identified to be retained in the HC including bound newspapers and certain books relating to the history of the Library, the Town of Clinton, and the surrounding areas.

A number of preservation activities are currently underway and should be continued. These include:

- Developing collecting criteria to guide the retention and weeding of the Older Holdings;
- Reviewing the Library's Older Holdings for retention in the HC and planning to deaccession holdings that do not align with the collecting criteria; and
- Mitigating leaks by repairing the plaster ceiling of the Director's Room where some of the HC and Older Holdings are stored.

BFPL is encouraged to continue these practices, which are detailed in the report. Recommendations for short-, mid-, and long-term activities are listed in the appendices. In order to best care for the collections, actions in the foreseeable future should focus on activities that provide the broadest benefit to all collections, rather than actions that only affect a small number of items.

Ms. Letarte is aware of the preservation challenges presented by the collections and has shown a commitment to improving the storage and handling of the collections. The decision to pursue a general preservation assessment attests to an interest in improving care and handling practices to ensure that collection materials are available into the future.

As Ms. Letarte continues efforts to preserve and maintain these unique collections, she faces several challenges, including:

- Lack of documentation regarding the mission of the Historical Collection, planning, and procedures;
- Lack of dedicated staff time and budget for preservation activities;
- Incomplete intellectual control (collection management) and physical control (security); and
- Lack of dedicated storage space for collections and incomplete environmental control in current storage spaces.

With these challenges in mind, efforts over the next several years should focus on:

- Documenting the collection's mission statement, policies, and procedures, especially regarding collection management;
- Dedicating and increasing staff time and budget for preservation activities;
- Deaccessioning and removing Older Holdings from the Library and retaining appropriate materials for the HC;
- Physically stabilizing collections through improved storage and handling;
- Collocating collections in a dedicated space with sufficient storage furniture; and
- Monitoring and stabilizing the collection storage environment.

Certainly few, if any, institutions have sufficient resources to address *all* of the preservation needs of *all* of their collections. Limited resources require choices to be made among activities, the cumulative result of which will have greater impact if guided by a long-range preservation plan. Preparation of such a plan should be the next step for the BFPL. The plan should be reviewed annually, and modified as preservation needs are addressed and new ones identified.

Ms. Letarte shows a clear enthusiasm for moving forward with preservation planning. Still, putting this enthusiasm into practice collection-wide while balancing other duties can be difficult. A completed preservation plan will help to guide staff time and the institutional resources to activities that will have the greatest overall impact on preservation for the entire collection.

I am glad to have had the opportunity to work with Ms. Letarte on this project. It was a pleasure to spend time with her at the BFPL and to learn about the various collections. If this report has raised any questions, or if I can provide any additional information, please do not hesitate to contact me.

Respectfully submitted,



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# I. Introduction

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The Bigelow Free Public Library (BFPL) began as the Bigelow Mechanics Institute, which transformed into the stockholder-based Bigelow Library Association in 1873. The Library Association later donated the collection to the Town of Clinton, which formed the Bigelow Free Public Library. The current Library building was constructed in 1902. Collections in the BFPL are accessible to the public during regular Library hours: Tuesday and Friday 9am-6pm, Wednesday and Thursday 9am-8pm, and Saturday 9am-2pm.

Based on information from the Board of Library Trustees 2/24/2022 [meeting minutes](#), BFPL's Older Holdings include 32,946 books which are being evaluated for retention in the new Historical Collection. Since 2014, Library Trustees have worked to identify which books will be retained and which will be deaccessioned from the Library collection. While the exact number is unknown at the moment, several dozens of these books will be retained as part of the Historical Collection.

Based on information provided in the questionnaire, the HC includes an unknown number of rare books from the Library's Older Holdings, 200 serials including yearbooks and town reports, 118 bound volumes of newspapers, and 328 rolls of microfilm. The consultant also observed approximately five linear feet of unbound newspapers, one linear foot of documents pertaining to the construction of the library, a few scrapbooks, and a few items of historical audiovisual media. Primary reference and special collections functions for the HC are performed by library staff.

Priority collections currently include:

- Local history books and yearbooks relating to the Town of Clinton
- Books and documents relating to the BFPL's history
- Deteriorating bound newspapers

The goal of the BFPL is to support the Clinton community by offering materials and programs for education and entertainment. As the HC is preserved and access improves, it will be better utilized by the community.

Five years from the time of this assessment, Ms. Letarte would like to have deaccessioned the appropriate Older Holdings, established the Historical Collection, improved storage of collections for the HC, and made progress on renovations in the Library to support the needs of the community and improve preservation conditions for collection material.

## ***The Preservation Needs Assessment***

### **Process**

On May 31, 2022, paper-based materials housed at the Bigelow Free Public Library were assessed for preservation planning purposes by Alison Fulmer, Preservation Specialist for the Northeast Document Conservation Center (NEDCC) in Andover, MA. The assessment evaluated the building and environment as they relate to the preservation needs of the materials; examined current policies, storage, and handling procedures; and assessed the general condition of materials. Observations and recommendations are based on a pre-site visit questionnaire, a full-day site visit, and discussions with

Marie Letarte, Library Director, and Brian Farragher, Director of Facilities and Grounds for the Town of Clinton.

Two concepts are necessary for evaluating the adequacy of preservation in any library or archives:

*Responsible custody* describes “a level of environmental control, housing, care and maintenance that will retard further chemical deterioration and protect materials from physical damage.”<sup>1</sup> These preventive measures include climate management, protective enclosures, fire detection and suppression, effective security, disaster planning, and training staff and users to handle and care for the collection appropriately.

*Optimal Storage* is defined as meeting or exceeding the guidelines proposed by professional organizations and national standards-setting organizations. Such guidelines and standards are authored by committees made up of professionals in the field, and they are informed by recent scientific research into the deterioration of collections. The challenge for standards-setting organizations (and for collections-holding institutions) is to translate scientific findings into practical and affordable recommendations for storage. In many cases, optimal storage may not be achievable, but institutions should be aware of the ideal as they work towards providing the best conditions possible.

As part of responsible custody, improving storage conditions for collections of long-term value to the institution provides the best overall protection for all collections; however, reaching optimal conditions requires long-term planning and resource investment. **Achieving the best possible environment that is sustainable<sup>2</sup> for your institution should be an ongoing effort and a long-term goal.**

## Report

This report is intended for continuing reference for this institution and its staff. Observations are preceded by best-practice information for each of the topics addressed. Many of the practices described may already be familiar, but they are included here to provide context for the recommendations that follow. Recommendations are bulleted and in bold type. For additional best-practice information, reference will be made to leaflets available in the *Preservation Leaflets* section of NEDCC’s website ([www.nedcc.org](http://www.nedcc.org)), as well as to resources that best describe various aspects of each section. Referenced leaflets and resources for more information can be found in the endnotes and appendices.

Throughout the report, the word ‘staff’ is used to indicate anyone responsible for collections care, whether they be professional staff, interns, volunteers, or some combination thereof. Staff is likely to change over time, but this report can be used for several years as a roadmap to priorities, and a foundation on which to build a preservation program and specific goals. Over time, as collections evolve and buildings age, and preservation projects are accomplished, another assessment may be required to identify new priorities.

Archival and preservation supplies are recommended throughout the report. Most of these supplies are available from multiple vendors, and staff should select the one that best meets their needs in terms of cost, shipment method, etc. Examples of particular items are intended as illustrations, not recommendations of one supplier over another. A list of the resources, reference material, and supplies included throughout this report is collated and made available in the Appendices at the end of this document, along with an implementation worksheet and an example preservation plan.



## II. Special Collection Management

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The most basic requirement for successful preservation planning is local commitment. An effective preservation program requires effort and involves some expense—for space, environmental control, storage supplies and equipment, and/or other strategies. Everyone in the organization must be willing to find the time and at least some money to undertake preservation activities.

### A. Preservation Planning

**Effective preservation planning<sup>3</sup> requires that an institution prioritize its various collections for preservation.** This process—called “selection for preservation”—takes into account the resources available for preservation activities, as well as the condition, current or anticipated use, and relative value of materials to be preserved. Every institution with records of enduring value should have a preservation plan that weighs the needs of the collections against resources and provides a list of priority preservation actions.

This preservation assessment report may be viewed as the first step in creating a preservation plan, but it is not itself a plan. This report identifies preservation needs and provides an appendix that offers some guidance in prioritizing these needs; however, it cannot take into consideration many other factors that must be considered when balancing the needs of collections against institutional resources.

There is general consensus regarding the factors to be considered when prioritizing potential preservation actions:

- **Use** - materials that are used frequently, whether by staff or researchers, may be at higher risk than other collections.
- **Storage** - collections that are stored under adverse conditions, whether in an unstable environment or in damaging enclosures, may require prompt preservation action.
- **Condition** - items or collections in fragile condition may be at risk of loss unless they receive attention quickly.
- **Value** - either absolute value (rarity, monetary worth, intrinsic or associational value, etc.) and/or relative value of collections to an institution may influence preservation priorities. Whether collections have long- or short-term value to an institution will influence decision-making.
- **Format<sup>4</sup>** - whether or not materials need to be preserved in their original format will also influence priorities.

In general, preservation activities may be compared using the following criteria:

- **Impact** - those actions that will result in dramatic improvement or that will affect the greatest number of items will often be the highest priority (for example, improving climate control, rehousing a collection, or reformatting fragile materials).
- **Feasibility** - this factor is essential; it includes staffing levels and expertise, financial considerations (outside funding, capital outlay, operating costs, expenses for materials and services), policy and procedural changes required, and political considerations. Even if the impact of a preservation action is high, it may be given a low priority if implementation is not feasible.

- **Urgency** - there will always be some activities that require immediate action; collections may be damaged or lost, or an opportunity to act on a particular project may be lost, if action is not taken.

Some factors change as institutional circumstances change; these include available funding for preservation, staff time and expertise, and user demand for collections. Others require an in-depth understanding of the institution and its collections that only the staff possess, such as organizational priorities and the relative value of collections.

### ***Observations & Recommendations***

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In the pre-visit questionnaire and during the site visit, Ms. Letarte identified insufficient environmental control, overuse of collections, and a lack of storage space as the top concerns for the Historical Collection. Other preservation concerns identified include a lack of intellectual and physical control of historical materials, a lack of foundational collection management policy, and insufficient housekeeping practices in collection storage areas. Goals include improving environmental control in storage spaces, deaccessioning Older Holdings that do not align with the Library's collecting goals for the HC, and identifying a dedicated storage space for the HC.

As noted in the 2018 Five-Year Strategic Plan, the BFPL is working to address the community's concerns about Library facilities by renovating the building to improve environmental control and reorganize storage and use spaces throughout the Library. The ongoing improvements will benefit not only the public, staff, and general collections but also the Historical Collection. The BFPL should incorporate recommendations in this report into current and future strategic planning to help preserve and provide access to material in the HC.

- **Use the recommendations in this report to prepare a long-range preservation plan for the HC.** The preservation plan should be a written document that is used for both short- and long-term planning and includes budget estimates, human resource needs, and timelines for each project. Preparation of a plan should begin as soon as possible, but such an effort will take time.
  - NEDCC is available to help as the Library finalizes a preservation plan. We will review drafts of your plan and answer questions you may have.
  - A good resource is the British Library's *Building a Preservation Policy*: <https://www.bl.uk/britishlibrary/~media/bl/global/conservation/pdf-guides/building-a-preservation-policy.pdf>.
- **Establish a schedule for updating the preservation plan.** The preservation plan should be considered a living document, and revisited annually. Periodic revision will be needed as circumstances change, and as preservation needs are addressed and new ones are identified.
- **Use this report to educate stakeholders about preservation issues and engage them in discussion about future goals.**

## B. Mission Statement & Collection Policies

**A thorough awareness and articulation of institutional goals and objectives for a collection as a whole—what the organization wishes to document, who it wishes to serve, and what types of material it will collect to accomplish those goals—provides the underpinning for all preservation actions.** This broad understanding provides context to support preservation decision-making, and it should be articulated in the institution’s mission statement and the set of policies for collection management.

Collection management practices have a direct impact on preservation, and committing them to writing serves to document institutional knowledge and helps ensure consistent practice over time. By stating a collecting focus and providing guidelines for acquisition and deaccession, a collection management policy guides the growth of a collection and ensures that an institution spends its resources on acquiring—and preserving—only materials that serve its mission. Specific, written requirements for access are useful to staff and researchers alike, and they strengthen the security of collection materials.

While a mission statement and a collection development policy are integral to defining an organization’s goals and setting out collecting parameters, once these are in place there are a range of policies that can be prepared to further document practices, guide activities, and establish expectations for staff, researchers, and patrons. These are just a few examples of policies that may be desirable:

- Handling Guidelines
- Guidelines for Accession and Deaccession
- Access and Use Policy
- Security Guidelines
- Loan/Exhibit Policy

### *Observations & Recommendations*

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The mission of the Bigelow Free Public Library is as follows:

*“The Bigelow Free Public Library supports the community of Clinton and its residents by offering materials and programs to entertain, educate, and enlighten the population. The staff fulfills the needs of patrons through research assistance, interlibrary loans, readers advisory services, and actual purchases, as well as offering programs related to this mission.”*

This mission reflects the Library’s dedication to serving their community; however, preservation is not included as a priority. Additionally, the Historical Collection has not been formally established and does not have its own mission statement or statement of purpose, which would help give direction to the collection and the preservation program.

In 2014 when initiating a review of the Library’s Older Holdings, the Board of Trustees developed a set of criteria to help guide the initial selection of material to be retained in the HC. According to the criteria, material should relate to the history of the BFPL, 19<sup>th</sup> and early 20<sup>th</sup> century BFPL collections, or the Town of Clinton and surrounding areas. Criteria also include two special collecting areas including printing and illustration techniques of the 19<sup>th</sup> and 20<sup>th</sup> centuries, and 19<sup>th</sup> and 20<sup>th</sup> century culture.

The Trustees have done an admirable job of reviewing over 30,000 historical volumes according to these criteria, and are now working to deaccession (relinquish) titles not pertinent to the collecting criteria established for the HC. While these criteria provide guidelines for establishing the scope of the HC, they do not constitute a comprehensive collection development policy.

The BFPL does not actively acquire historical materials, but the Library does have archival material, such as scrapbooks, and volumes from other Town Departments, such as the Town Reports, in its collection that were likely donated to the Library in the past.

- **Formally establish the Historical Collection.** The HC should be recognized in official documentation of the Library. Define the role and scope of the HC through specific policies.
  - Refer to ALA’s Reference and User Services Association “Guidelines for Establishing Local History Collections” for a list of considerations when establishing the HC: <https://www.ala.org/rusa/resources/guidelines/guidelinesestablishing>
- **Create and document a mission statement for the HC.** A mission statement is an important first step in defining the goals and purpose of the collection. The mission statement addresses collecting scope and preservation activities. It often describes the primary audience or user community served by the collection, as well. It should be distinct from the BFPL mission statement, and describe the purpose and scope of the HC. All special collections decision-making ultimately relies on a mission and fundamental policies.
  - It will be helpful to look at mission statements of similar organizations. Here is an example from the Billerica Public Library’s Local History Room: <https://billericalibrary.org/the-library/policies/local-history-room>
- **Develop and consistently use a collection management policy for the HC.** This policy is another guiding document that will help with all decisions about the HC. BFPL may wish to use the Trustees’ collecting criteria as a starting point to establish the scope of the HC, but these criteria should be reviewed and updated as needed.
  - The policy should address, to some extent, all key elements for the HC, including the focus and scope, legal transfer of ownership (gifts, donations, and loans), and unwanted materials. BFPL may also wish to address specific formats that will or will not be accepted, based on capacity for stewardship. While defining accession and donation policies, create options to return out-of-scope items to donors or discard them as appropriate.
  - For information on collection policy elements, the Wisconsin Historical Records Advisory Board’s “Creating a Collection Development Policy for Local Historical Records in Public Libraries,” is an excellent resource: <https://www.wisconsinhistory.org/pdfs/la/LIB-WHRAB-Records-Policy-Libraries-WAPL.pdf>. Additional policy examples are found in [Appendix C. Resources and Vendors](#).
- **Continue reappraising historical material in the Library’s collection for retention in the HC and deaccessioning as needed.** Reappraisal does not guarantee that items will be deaccessioned, but provides an opportunity for evaluating duplicate and out-of-scope materials.
  - The Society of American Archivists has produced “Guidelines for Reappraisal and Deaccessioning” that may help guide reappraisal of collection materials. A PDF can be found at: [https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning\\_2017.pdf](https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning_2017.pdf)
  - As noted in the Guidelines, collections lacking accession records or deeds of gift can present obstacles for deaccessioning. In Massachusetts, MA Bill S.2402 dictates how materials without known provenance must be handled:

<https://malegislature.gov/Bills/186/Senate/S2402>. Refer to this bill while drafting deaccessioning procedures.

- Archival material identified during the site visit, such as correspondence and documents relating to the construction of the Library building, scrapbooks relating to Clinton history, and a reel-to-reel tape of President Carter’s visit to a Clinton town meeting, are likely to have historical value. **Following the deaccessioning of Older Holdings, archival (i.e. unpublished) materials may be prioritized for accession into the HC.** If the Library does not wish to retain archival materials or does not feel that it can adequately steward these materials, BFPL may wish to consider donating materials to another local cultural heritage repository.
- **Items that may be duplicates of material located elsewhere and are not unique or high use may be considered for deaccessioning.** For example, BFPL has a number of Town Reports and may wish to consult with the Town Clerk’s Office about if the Library should retain these reports.
- **Establish a routine schedule for reviewing and updating the mission statement, collection development policy, and other policies and documentation.** Mission statements do not need frequent review, but collecting policies, access policies, and other associated guiding documents will warrant more regular updates. Regular review and amendments ensure that the policies remain relevant over time. A good practice is to incorporate these kinds of policy reviews into the overall strategic planning process and schedule at the institution.
- **Prioritize the development and adoption of other policies based on the needs of the HC and the time available.** Additional documented policies relating to access and use, collection handling, and accession and deaccession are areas where BFPL might formalize practices and procedures for the benefit of current and future staff, researchers, and the general public.

## C. Staffing and Budget

Adequate staffing is crucial to preserving collections. Some preservation projects, such as shelf cleaning and disaster planning, do not require an investment in equipment or supplies, but do require a commitment of time. To plan and coordinate these activities and other, more collection-specific projects, someone on staff should be assigned responsibility for managing preservation—including maintaining up-to-date knowledge of preservation best practices, maintaining an understanding of the current preservation needs of the collections, and making preservation decisions based on this information. Ongoing professional development alongside participation in local, regional, and national conversations about collections care should be a goal for any staff engaged in managing preservation.

Preservation management requires a dependable budget with active administrative coordination and at least a small amount of money for supplies, training, and equipment. To ensure a lasting commitment to preservation and allow better tracking of expenses, a budget line for preservation should be part of a collecting institution’s annual budget. A budget line item ensures that many day-to-day projects and activities are recognized as part of the larger organizational operations.

If an important project is identified but funding is not available internally, consider the many grants and other funding opportunities available locally and nationally to support preservation activities.

Understanding and clearly identifying the goals and outcomes of the project will help in matching with potential funders.

### ***Observations & Recommendations***

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The BFPL does not have a staff position or staff hours dedicated to the care of historical materials in the Library. Library Trustees and volunteers have conducted the review of the Library's Older Holdings and identified material to be retained in the HC, a process that has been ongoing since 2014 and has only recently been completed in early 2022.

Preservation activities for the Library are grant-funded and there is no consistent internal funding for preservation projects. This preservation assessment is the first preservation project that the BFPL has undertaken, as far as Ms. Letarte is aware. Funds are available for professional development for staff depending on the cost and time commitment.

- **Explore the possibility of creating a staff position (or adapting an existing position) which includes hours dedicated to managing historical collections.** Managing the HC is not sustainable without a dedicated staff member or dedicated staff hours for the collection. Hiring a staff member with archival or special collections training would provide much needed support for preservation activities in the HC including organizing, rehousing, and providing access to HC materials as needed. Even at part time, an archivist or special collections librarian with hours dedicated to the HC would help the BFPL meet its preservation and access goals.
- **Set aside funds for preservation activities.** A dedicated budget line demonstrates commitment to preservation and makes a good impression on potential funders. Setting aside at least a small amount of money for preservation each year will support steady progress toward the Library's preservation goals. This money can be spent on preservation activities (e.g. environmental monitoring, integrated pest management, temperature and humidity controls), preservation supplies (e.g. archival-quality folders), staff training, and consultants.
- **Continue applying for grants to fund preservation activities.** Following the draft of the preservation plan that this report will help to create, the Library will be an even stronger candidate for grants that support preservation projects.
  - Consider partnering with other Clinton institutions to advocate for the town's adoption of the Community Preservation Act (CPA): <https://www.communitypreservation.org/adoption>. This tool helps communities preserve open space and historic sites, create affordable housing, and develop outdoor recreational facilities. Conservation and preservation of documents and artifacts is allowed under the category of "historic resources".
    - For more information on using CPA funding for local history collections, see "Documents are Historic Resources, Too": <https://www.communitypreservation.org/historic-documents>.
  - NEH Preservation Assistance Grants are an excellent recurring option for funding a wide variety of smaller projects including emergency preparedness and disaster planning activities, environmental monitoring and consultation, improvement of storage furniture and purchase of supplies, training opportunities for staff, and conservation

consulting: <https://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions>.

- The Massachusetts State Historical Records Advisory Board NHPRC Re-granting program, which provides funding for the purchase of supplies and materials needed for preservation and access of archival collections: <https://www.sec.state.ma.us/arc/arcshrab/grants-and-programs/shrab-regrants-program.htm>.
- NEDCC provides a free resource listing federal, regional, and state grants for which BFPL may be eligible: <https://www.nedcc.org/free-resources/funding-opportunities/overview>.

## D. Intellectual Control

Intellectual control helps staff and researchers to identify and locate potentially relevant materials. It is inextricably linked to physical control – the recordkeeping, retrieval, and shelving practices that ensure that materials are where they are supposed to be. Intellectual control may be achieved through the creation of catalogs, inventories, finding aids, and other descriptive guides. These descriptive tools not only facilitate access, they can also support preservation in several ways:

- They decrease the risk of theft by providing documentation of ownership.
- They prevent damage and disorder caused by rummaging through boxes and documents in archival or historic collections.
- They help to maintain intellectual links between materials that may be physically separated for preservation purposes (e.g., papers separated from cased photographs). Preservation needs vary by format, and to meet these needs, items from the same collection may be physically separated and placed on different shelves, in different rooms, or even in different buildings.
- In the context of disaster recovery, they are invaluable in helping staff to determine which materials, if any, have been damaged or destroyed.

Many standards, best practices, and guiding documents exist to assist in describing and organizing different types of collections, and even different formats. Regardless of how intellectual control is achieved, at a minimum the organization should know the legal ownership of collections, the formats and quantities represented, and the physical locations of materials.

### ***Observations & Recommendations***

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BFPL does not have any guides for historical materials, and the majority of HC material is not cataloged. Some 21<sup>st</sup> century local history reference material located in the Closed Stacks is cataloged. The yearbooks have been digitized and are discoverable through Digital Commonwealth.

Since 2014, Trustees and volunteers have been reviewing the Library's Older Holdings (historical/rare books) for retention. They have indicated retention priorities for books by marking the shelves to indicate if the book is available elsewhere, such as in online repositories such as Internet Archive, Project Gutenberg, and Google Books, or if books are available at other institutions through WorldCat. Books that are available online or at another repository are being prioritized for deaccessioning. Based

on the notes written on shelf labels, some volumes are being retained so that they can be digitized. Some historical books and local history material have been collocated in the Closed Stacks, though not all books marked for retention in the HC have been collocated. Many volumes marked for retention in the Closed Stacks and Director's Room are intermixed on the shelves with books to be deaccessioned.

The BFPL is not actively acquiring historical materials, and any previous acquisitions have not been documented.

- **Inventory all the historical material to be retained in the HC to improve intellectual control, establish priorities, and make retention decisions.** A completed inventory will provide a more accurate picture of the amount of space needed to house the collections. It will also assist in the development of processing, preservation, and retention priorities and greatly improve the level of intellectual control over the collections. **Any inventory project should result a finding aid of the HC in order to be useful.**
  - Consider dividing this task amongst staff during off-desk hours, being careful to establish a workflow and standardized spreadsheet to ensure that the inventory procedures are consistent.
  - Alternatively, consider engaging an archives contractor or a student intern from a local library and archives graduate program to survey collections and create a finding aid.
  - For guidelines on archival description and the elements of a finding aid, refer to DACS (Describing Archives: A Content Standard): <https://saa-ts-dacs.github.io/>
- **As the inventory is conducted, collocate HC material in one location.** Physically separating HC material from Older Holdings to be deaccessioned will facilitate inventorying material. It will also help to ensure that no HC items are lost or misplaced while the Older Holdings are deaccessioned.
- **Create and retain accession records for all HC materials.** An example of various types of accession record forms, along with recommended elements for a record, can be found through the Library of Congress, Accession Forms: Representative Samples in [Appendix C. Resources and Vendors.](#)



## III. Building and Storage Environment

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### A. The Building

The building is a collection's primary defense against the elements, making regular upkeep a foundational element of preservation. Unless the structure is sound, it cannot prevent the entrance of pests and intruders, support climate control, or protect records from fire, water, and other disasters. To ensure that their building fulfills these functions, institutions should provide regular preventive maintenance on a fixed calendar basis, with inspection of roof, gutters, skylights, flashings, and drains, and maintenance of any climate control, fire protection, and security systems. Keeping a log of building problems will preserve institutional knowledge about the building despite staff changes over time.

### *Observations & Recommendations*

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The BFPL building was constructed in 1902, with a major addition in 1991 that included an elevator. The Town of Clinton Facilities and Grounds Department is responsible for maintenance of the Library building including contracting with vendors as needed. There is no specific log of maintenance activities for the building, but Facilities keeps track of payments made for maintenance.

The roof was replaced circa 2015/2016 and leaked intermittently until the roof vents were replaced in 2021, which stopped the leaks. During interviews, staff were unsure if the roof is regularly inspected. The plaster ceiling of the Director's Room has been patched recently to fix damage caused by leaks. See [Section IV.A. Protection from Water](#) for further discussion of leaks and remediation.

In the Closed Stacks, the consultant observed cracked glass flooring, long cracks running across the ceiling, and cracks in the interior and exterior brick walls.

There have been recent renovations in the building to improve environmental control and update public rooms, including recent renovations to update the basement reading room including the addition of a heat pump. In the short-term, BFPL plans to conduct similar renovations throughout the building as needed in order to modernize the facility and respond to patron and collection needs. The BFPL has conducted a building analysis and feasibility assessment to address the building's shortcomings. In the long-term, expansion of the Library's footprint and more extensive renovation of the existing building may be a possibility. Such a renovation would immensely benefit the Library's historical collections by providing the possibility of dedicated storage and use space for the Historical Collection and improved environmental conditions.

- **Maintain a log of building-related problems and work addressed, and continue communication between BFPL staff and Town Facilities staff to track preventive maintenance being performed on the building.** Over the long term, documenting the extent of any recurring problems that threaten the collections may help when advocating for improvements or starting a fundraising project or capital campaign. Routine preventive maintenance is an indispensable component of preserving collections. Everyone working with collections should be apprised of maintenance activities, and maintaining an onsite log of activity at the BFPL is an excellent way to do this.
- **Ensure that roof inspections and preventative building maintenance occur on a routine schedule.** As BFPL staff are aware, the building provides the collections' primary line of defense against the elements, routine preventive maintenance is an indispensable component of

preserving collections. Preventive maintenance will also maximize the useful life of the building and help to reduce the need for potentially costly repairs.

- **Consider applying for outside funding to address large-scale building improvement projects.** The National Endowment of the Humanities (NEH) has several grant programs for small institutions. In particular, BFPL may want to explore NEH’s Infrastructure and Capacity Building Challenge Grant: <https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants>

## B. Temperature and Relative Humidity (RH)

To a significant extent, temperature and relative humidity (RH) levels in the storage environment determine the longevity of books, paper, film, and optical and magnetic media. Heat and moisture act as catalysts for chemical, mechanical, and biological decay, making the rate at which materials age directly proportional to the conditions in which they are stored. Appropriate storage conditions vary depending on the type of material. For books and paper, cooler is better: the lower the temperature, the more slowly items will decay. As a very general guideline, books and paper are best stored below 70°F, and at an RH of 30-50%. Storage requirements for photographs (including still and moving-image film) and audiovisual media are quite different from those for books and paper, and again, they depend on the type of material (i.e., nitrate, acetate, polyester, magnetic tape, etc.).<sup>1</sup> Keeping temperatures as low as possible, and keeping spikes or dips in temperature and RH to a minimum, should be primary goals. Far more than short-term peaks in temperature or RH, seasonal fluctuations resulting in extreme conditions—where materials are subjected to high temperature or RH for longer than a month—hasten decay.

Control of RH should be a priority. Besides accelerating chemical deterioration of all materials typically found in archival collections, extreme seasonal RH fluctuations cause mechanical stress in paper as it absorbs and releases moisture in response to changing moisture levels in the surrounding environment. High RH causes image decay of film and photographs, discoloration of color film and photographs, and binder degradation in magnetic media. Moreover, humid environments put collections at risk of damage from mold (which can bloom where RH exceeds 60%), and they can be inviting to pests (e.g., silverfish) that feed on cellulose—the primary ingredient in paper. It is critical to note that while high RH accelerates damage, low RH levels (below 25%) can cause paper to become dry, brittle, and weak. The lower the RH (within the range of 30%-50%), the more slowly materials will age.

In recent years, conservation research has focused increasingly on the creation and maintenance of sustainable preservation environments. Where past recommendations called for strict regulation of temperature and RH ( $\pm 2^\circ\text{F}/3\%\text{RH}$ ), current thinking is less prescriptive. Just as different formats have different environmental needs, they also have different vulnerabilities: some are more sensitive to temperature and RH fluctuations than others. Ideal conditions necessarily vary from institution to institution and will depend on four factors: (1) the characteristics of the institution’s highest priority

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<sup>1</sup> Peter Z. Adelstein. 2004. *IPI Media Storage Quick Reference*. Rochester, NY: Image Permanence Institute, Rochester Institute of Technology. [www.imagepermanenceinstitute.org/webfm\\_send/301](http://www.imagepermanenceinstitute.org/webfm_send/301); and The National Film Preservation Foundation. 2004. *The Film Preservation Guide: The Basics for Archives, Libraries, and Museums*. San Francisco, CA: National Film Preservation Foundation, pp. 59-69. [www.filmpreservation.org/preservation-basics/the-film-preservation-guide](http://www.filmpreservation.org/preservation-basics/the-film-preservation-guide).

materials, (2) the environmental risks associated with those materials, (3) the capacity of existing environmental controls, and (4) institutional resources dedicated to operating climate control equipment. “An optimal preservation environment,” states the Image Permanence Institute, “is one that achieves the best possible preservation of collections at the least possible consumption of energy, and is sustainable over time.”<sup>2</sup>

## ***Observations & Recommendations***

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There is little control of environmental conditions throughout the Library. The Library has a central heating system with radiators throughout most of the building, but there is not a central cooling system. A few rooms in the Library have split system heat pumps installed, which are each manually controlled to regulate the temperature, though RH is not controlled in the building. Some window AC units are also used as needed. Windows are frequently opened throughout the building to help regulate temperature.

The Director’s Room and Closed Stacks where historical collections are stored do not have adequate environmental controls. The Director’s Room does not have heating or cooling, and staff have observed that it is very hot in the summer and very cold in the winter. The Closed Stacks has radiators, but no cooling system.

The Town Facilities Department manages maintenance of the heating and cooling equipment in the building.

- **Monitor temperature and relative humidity in collections storage spaces.** Hygro-thermometers (ex. [Extech 445814 Stationary Hygro Thermometer Psychrometer](#)) or dataloggers (ex. HOBO Temp/RH Data Logger: <https://www.onsetcomp.com/products/data-loggers/mx1101>) can be purchased and placed in each of the rooms for accurate environmental monitoring. A monitor that displays the temperature and humidity can be checked every day to make sure temperatures and humidity are not out of acceptable ranges, while a datalogger that records readings over time can be checked less often.
  - Information on the selection of monitoring equipment, establishment of monitoring programs, and addressing climate concerns can be found in NEDCC’s Preservation Leaflet 2.2 *Monitoring Temperature and Relative Humidity*: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.2-monitoring-temperature-and-relative-humidity>
  - To establish climate trends over time, record readings daily and look for patterns seasonally.
  - The MBLC’s environmental monitoring program can help institutions assess the environmental conditions of their storage environment by installing dataloggers for five months: <https://mbcl.state.ma.us/programs-and-support/preservation/index.php>. In the long-term, BFPL should acquire its own monitors so that staff can track long-term data within collections spaces; however, if this is not initially possible, the MBLC program would be a good way to begin monitoring the environment.

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<sup>2</sup> Image Permanence Institute. 2010. *Seminar Reference Workbook for Sustainable Preservation Practices for Managing Storage Environments*, p. 46. [http://ipisustainability.org/pdfs/sustainability\\_workbook\\_connecticut.pdf](http://ipisustainability.org/pdfs/sustainability_workbook_connecticut.pdf)

- **Work with Facilities staff to improve environmental conditions in collection storage areas.** A general rule of thumb for collection storage environments is maintaining temperature around 70°F and RH between 30%-50%.
  - **Once a permanent storage location for HC material is identified, install one or more heat pumps as needed in the storage space to help regulate the temperature.** Consider installing a dehumidifier to control RH as needed. A dehumidifier should be configured to drain water outside or to a drain to ensure that standing water inside the dehumidifier is not at risk of leaking and damaging collections.
  - More information about creating and maintaining a preservation-quality environment can be found in NEDCC's Preservation Leaflet 2.1 *Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation*: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.1-temperature,-relative-humidity,-light,-and-air-quality-basic-guidelines-for-preservation>

## C. Protection from Light

All light accelerates deterioration by providing energy to fuel damaging chemical reactions. While the ultraviolet (UV) component of light (present in sunlight and artificial fluorescent, mercury vapor, or metal-halide lamps) is the most damaging, it is important to understand that visible light can also cause a great deal of damage. Light causes paper to fade, yellow, or darken, and media to fade or change color. Damage is cumulative and irreversible. Its extent is determined by the intensity of the light and the length of exposure.

Institutions that are not in a position to invest the staff time and resources needed to explore retrofitting lighting systems can make a number of improvements to reduce light damage to collections. Exposure to natural lighting can be reduced through the use of blinds or curtains, or by placing UV-blocking films and panels over windows and skylights. UV-blocking sleeves and covers are available for fluorescent tubing. Display cases and frames can be fitted with UV-blocking glass or Plexiglas, and original collection materials can be replaced on exhibit with high-quality facsimiles, where appropriate. Storage and exhibit areas can be fitted with timers or motion-activated lighting, and items in storage can be boxed or otherwise housed in protective enclosures to further reduce exposure.

### *Observations & Recommendations*

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Based on information provided in the questionnaire, the Library uses LED lighting, though the consultant also observed fluorescent tube lighting in use in the Closed Stacks.

The Director's Room and Closed Stacks have several windows that let sunlight in on collection material. The large bay of north-facing windows in the Director's Room has a large shade that is partially drawn to block some light. Some of the east-facing windows in the Closed Stacks have shades partially drawn, but most north-facing windows do not have shades.

- **Use light-blocking shades to reduce light levels near historical materials.** Window shades in the Closed Stacks and Director's Room should be drawn closed to maximize protection from light damage and also help control the temperature of the room. Install additional shades as needed to protect collection material.

- Alternatively, UV-filtering film can be placed on windows that allow sunlight into collection areas. An example of UV Filter Film in sheets and rolls can be found at University Products: <https://www.universityproducts.com/uv-filter-film.html>
- **As fluorescent lights burn out or fail, replace them with LED lighting.** LEDs have emerged as a preferred lighting option because they emit no ultraviolet light, they emit very little infrared light, and they reduce overall energy needs.<sup>3</sup>
- For more information on preventing damage from light, see NEDCC's Preservation Leaflet 2.4 *Protection from Light Damage*: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.4-protection-from-light-damage>.

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<sup>3</sup> Druzik, James R., and Stefan Michalski. 2012. *Guidelines for Selecting Solid-State Lighting for Museums*. <http://www.connectingtocollections.org/wp-content/uploads/2011/08/SSL-Guidelines-Ver.-10.0.pdf>

## IV. Emergency Preparedness

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### A. Protection from Water

The best insurance against water damage is regular inspection and maintenance of the roof covering and flashings. Gutters and drains should be cleaned at least twice per year (ideally at the end of each spring and fall). Storing collections underneath water or steam pipes, lavatories, mechanical air-conditioning equipment, or other sources of water should be avoided, as should storing collections directly on the floor. Shelves or pallets should hold materials at least 3" above floor level. It is also a good idea for staff to familiarize themselves with the location and operation of water mains and shut-off valves in the event that it is necessary to shut off the water supply during an emergency. This information should be included in the institution's disaster plan.

### *Observations & Recommendations*

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The Library has dealt with water leaks from the Director's Room ceiling and where the 1991 addition attaches to the main building. These leaks have been remediated with repairs to the roof. While the leaks did not affect collection material, the Director's Room houses a large number of Older Holdings and HC material including the bound newspapers. The plaster ceiling was repaired, but evidence of staining from water damage remains and a number of cracks run along the ceiling in the Director's Room.

Staff have access to a water cooler and coffee machine in the Closed Stacks behind the front desk. The water cooler abuts shelving where historical material is stored, and the coffee machine is placed on a shelf directly above historical material.

- **Continue monitoring the ceiling in the Director's Room for leaks and make repairs as needed.** Repairing plaster in stained or damaged areas will make it easier to detect new water incursion in the ceiling. Old staining and damage can mask new staining from water leaks.
- **Remove the water cooler and coffee machine from the Closed Stacks where historical materials are stored.** This equipment puts collection material at risk from leaks and spills.
- **Restrict beverages in open containers** in areas and on tables where collections are used or stored.
- **Continue keeping all collection material at least 3" off the ground to protect against damage from water.** While 4-6" is ideal, the standard height of shelving unit bases is 3", which is perfectly acceptable. The spike in humidity caused by a water leak can be drastic. Monitoring for leaks and associated high humidity can prevent damage and mold bloom.
- **Move items resting on top-most shelves down to a more protected location or install shelf canopies to protect from overhead leaks.** Unprotected items stored on the top of shelving units without adequate canopies are exposed to the risk of water damage from overhead.
- For more information on protection from water, see Preservation Leaflet 3.1 *Protection from Loss: Water and Fire Damage, Biological Agents, Theft, and Vandalism*:  
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.1-protection-from-loss-water-and-fire-damage,-biological-agents,-theft,-and-vandalism>.

## B. Protection from Fire

All preservation efforts become moot if collections are destroyed by fire. For this reason, it is recommended that buildings housing collection materials be equipped with a building-wide fire detection and suppression system. Fire detection devices—ideally including both smoke and heat detectors—should be wired directly to the local Fire Department or another agency where they can be monitored 24 hours a day, 7 days a week. All fire protection systems should be tested and inspected regularly. Manual fire extinguishers are a minimum for keeping a building and its occupants safe in case of a fire, and all staff should be trained in their use.

### *Observations & Recommendations*

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The Library has smoke detectors placed throughout the building, but there is no fire suppression system in place. The building's fire alarm is connected directly to the Clinton Fire Station which is near the Library. The Clinton Fire Department inspects the building annually. The Library has not recently held a fire drill.

Fire extinguishers are available throughout the building and are regularly inspected by Keane Fire and Safety Equipment Co., though staff have not been trained in their use. The consultant observed that the extinguisher in the Director's Room was barely accessible behind stacks of Library programming materials.

- **Strengthen fire protection by scheduling an annual fire drill.** The Clinton Fire Department may be able to provide this training. With all emergency response procedures, the more often staff can practice, the more comfortable they will be as the process becomes routine. This helps to promote an orderly and efficient response in the event of a real emergency.
- **Continue to ensure that all extinguishers are regularly inspected and recharged, and keep fire extinguishers in readily accessible areas near collections storage and use areas.** Pursue training on their use for those who are interested through the Clinton Fire Department or one of the other fire-related vendors who serve the Town of Clinton Departments.
  - Note that extinguishers should not be used to fight any fires except those that one person can reasonably expect to put out. In all other cases, the purpose of fire extinguishers is to enable a person to fight a path out of a burning building.
- **In the long-term, explore funding options for a building-wide suppression system.** BFPL may not be able to install such a costly system immediately, but collections, staff, and patrons would benefit from having such a system in place. BFPL should incorporate plans for a fire suppression system into future strategic planning and potential renovation of the Library building.
  - NEH's Sustaining Cultural Heritage Collections Grant may be a suitable grant opportunity for acquiring a suppression system: <https://www.neh.gov/grants/preservation/sustaining-cultural-heritage-collections>.

## C. Disaster Planning

Collection emergencies can be addressed quickly, and damage avoided or minimized, if staff are prepared to respond. For this reason, it is recommended that in addition to an up-to-date disaster plan, every collecting institution have staff that are familiar with the plan and trained to carry it out, as well as a complete disaster response kit on hand. Some of the most common incidents that impact collections are burst pipes and roof leaks, so staff should be equipped to recover small quantities of water-damaged materials. Larger quantities will require professional assistance.

### *Observations & Recommendations*

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The Library has not been affected by an emergency recently, and does not have a disaster plan. The Library Director and Trustees would be responsible for drafting and implementing a disaster plan. No library staff have been trained in emergency preparedness, response, or recovery, as far as the Library Director is aware.

- **Ask for expert advice in an emergency situation.** NEDCC has a 24/7 Collections Emergency hotline at 1-855-245-8303. The National Heritage Responders likewise offer phone advice and sometimes on-site assistance: 1-202-661-8068.
- **Create a cache of disaster supplies that will be easily accessible in an emergency.** Emergency Response Kits can be assembled using this [supply list](#) from the American Institute for Conservation or purchased. Gaylord Archival offers one example: [Be-Ready Recovery Kit](#).
- **Prepare a disaster plan for BFPL.** Given the age of the Library building, the lack of fire suppression system, and ongoing renovations- all of which increase the risk of a potential water or fire emergency- the Library's patrons, staff, and collections would benefit greatly from the implementation of a disaster plan. Start with the most important aspects (phone tree, emergency supplies, and disaster team responsibilities) and grow the plan over time as staff resources allow. For guidance, see references in [Appendix C](#).
  - **Prioritize unique and rare material for response and salvage**, including material in the Historical Collection.
  - Once the plan is ready, set up a time to familiarize staff (including volunteers and student interns) with the processes and procedures outlined. Once the plan is established, revisit it annually for updates and to familiarize any new staff, interns, or volunteers.
  - Creating a quick response guide is an effective and efficient step in preparing staff for any kind of emergency. A simple flipchart or poster which summarizes the actions and information needed to respond can be posted in common staff areas like a break room or circulation desk.<sup>5</sup>
- **In the short-term, create a Pocket Response Resource for the Library.** This is a basic disaster planning tool that takes very little time to complete and distills the most immediate actions for disaster response onto a single sheet of paper for quick reference: <https://www.nedcc.org/free-resources/dplan-artsready>.
  - While a PRR provides a first step in emergency preparedness, BFPL will want to schedule time to develop a full disaster plan for the collections.



- For guidance on emergency preparedness, see Preservation Leaflet 3.3 *Emergency Planning*: <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.3-emergency-planning>.

## D. Security

Security of both the building and collections should be maintained from several angles. Building security as a whole should be considered, along with storage area protections and reading room practices. The building must be well-secured when it is closed to the public. Perimeter intrusion alarms and internal motion detectors wired directly to the local police department or to another monitoring agency are recommended. For the purpose of controlling access during working hours, as well as controlling loss of materials, it is best to limit open entrances, ideally to one used by researchers and staff alike. All other doors should be alarmed to detect unauthorized use.

Access to collections must also be controlled during working hours. To minimize unnecessary access to the building after-hours, master key systems are not recommended for collecting institutions. Building keys and keys to collections storage areas should be strictly limited. A list of key holders should be kept current, and staff members should be required to return keys when they terminate employment.

Researchers using collections should be continuously supervised to prevent theft and vandalism, and to spot accidental mishandling of materials during use.

### ***Observations & Recommendations***

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The Library building has some security measures in place such as alarmed emergency exits and locks on some windows. All library staff have keys to the building, as well as town Facilities (maintenance and custodial) staff. The Library Director is responsible for distributing and collecting keys for new or terminating employees. Staff are responsible for bringing their keys to the Director upon termination.

Some ground-level windows of the Library have bars, such as windows in the basement reading room, though not all do. The basement level windows of the Closed Stacks are directly at ground level and are not barred, but they do have locks.

Collection security is a concern for historical materials at the BFPL. Ms. Letarte noted that some yearbooks have had photographs cut out of them and some yearbook issues may be missing as the result of theft.

There is no designated reading room for the use of non-circulating historical materials. The questionnaire indicates that while Library staff bring historical materials into the reading room for patrons to use, staff do not have a clear line of sight to where collections are in use at the reading room desks.

The Closed Stacks and Director's Room are staff-only rooms that should not be accessible to patrons. The entrance to the Closed Stacks is located behind the circulation desk, and as such, patrons do not have easy access to the area. Staff frequently access the Closed Stacks area during operating hours. The Director's Room on the second floor has two entrances that are not locked, and though the room is a staff-only area, access to the room is not easy to monitor as staff do not have a direct line of sight to one

entrance near the stairs. The consultant also observed one door to be ajar for the duration of the site visit.

BFPL plans to deaccession Older Holdings in the coming months, which may necessitate allowing outside vendors into collection storage areas to remove items marked for deaccession. Whether outside vendors, library staff, or Trustees remove the books, this process will place HC material being retained by the Library at risk of accidental or purposeful removal from the Library.

- **As noted in [Section II.D.](#), collocate material to be retained in the HC and clearly demarcate HC material from the Older Holdings to be deaccessioned.** HC material and Older Holdings marked for deaccession are currently stored together in the Closed Stacks and Director's Room. This may cause confusion when outside vendors or library staff eventually remove deaccessioned Older Holdings from the shelves, and HC material may accidentally be removed in the process.
  - During the deaccessioning and removal process, consider taping a piece of string across each shelf containing HC material or draping fabric or plastic sheeting over the shelving units with material to be retained. This will make it clear to outside vendors and library staff that HC material should not be removed from the Library.
- **Create access and use policies for the HC.** Access and use policies should include information about how researchers may request and access collections, any use restrictions (i.e. HC material is non-circulating and must be accessed in the Library), and reproduction guidelines, among other information. See [Appendix C](#) for examples and guidance on creating policy.
- **Begin collecting use statistics for HC material.** Documenting the use of HC material by staff and researchers will help staff identify high-use items and collections, which can help guide HC collection development as discussed in [Section II.B](#). Collecting use statistics will also be useful if items are ever believed to be missing or are found damaged.
  - Use the Library's catalog system or an inventory spreadsheet to track items requested by researchers and items used by staff to answer remote reference inquiries.
- **Monitor researchers using HC material at all times and inspect collection items immediately before and after access is provided to researchers.** Increased monitoring of non-circulating special collection items will help to reduce the risk of loss by creating accountability and ensuring that any vandalism or loss is detected by staff. Identify a table in the main library reading room that is visible to staff at the front desk (or move a table as needed), and direct researchers to use HC material only at this table.
- **Maintain a key list to track who has access to the Library building and to track keys returned by terminating employees.**
- **Keep doors to collection areas closed and locked as much as possible.** If doors are not equipped with locks, consider adding an external lock or replacing the door hardware to include a locking mechanism. Keep doors into the Director's Room closed and locked when staff are not actively using the room. The Director's Room should be marked as a staff-only area with signage, and both doors should be locked to prevent unwanted access by patrons. Lock the Closed Stacks after hours.
  - **When selecting a permanent storage location for the HC, ensure that all entryways into the chosen storage area can be closed and locked to ensure the security of collections.**

## V. Special Collections Storage & Handling

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### A. Storage Space and Furniture

Adequate space is essential for proper collections maintenance and preservation. Overcrowding materials on shelves and stacking materials on the floor exposes them to distortion, damage during removal and reshelving, and damage from water. For any archives or library, collections represent an investment to be maintained in the same way that buildings and equipment are maintained. The most basic element of such maintenance is the provision of safe, appropriate storage space.

Shelving and other storage furniture should be appropriate in size for the collections to be stored and provide good support for the materials. For example, oversized shelving may be required for some materials so that they do not project into the aisles where they can be bumped and damaged. Specialized furniture may be required to store maps, architectural drawings, and other oversized materials.

### *Observations & Recommendations*

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The Library's historical materials are stored primarily in the Closed Stacks, accessed via sliding doors behind the main floor circulation desk, and in the Director's Room on the second floor. Microfilm is stored in a metal microfilm cabinet in the Library's main reading room area on the first floor.

The Closed Stacks consist of three floors of floor-to-ceiling adjustable, metal, library shelving containing hundreds of linear feet of Older Holdings. The shelving is approximately 7 inches deep and 3 feet wide, and is purpose-built for the storage of upright standard-sized bound volumes.

The Director's Room contains 18 bays of adjustable, metal, library shelving in the middle of the room and wooden shelving around the edges of the room. The wooden shelving includes dozens of vertical bays for shelving oversized volumes upright. The vertical bays house rare books in the Older Holdings and the oversized bound newspapers which are part of the HC. There is also one metal cabinet with five shelves containing pamphlets, books, and documents relating to the history of the BFPL and local history. The Director's Room is a mixed-use space containing the Older Holdings, bound newspapers, a filing cabinet of documents, pamphlets and historical books, and many boxes of Library programming materials stacked on the shelves, on the floor, and on a large table in the center of the room. Clutter on the floor makes it difficult to move around the room and access collection items. There is also no available space for collection use where the oversized bound newspapers can be safely opened, as the large table is covered in programming materials.

A lack of storage space for historical materials is currently a concern for BFPL. Once material from the Older Holdings is deaccessioned and removed from the library in the coming months, the Library will gain a significant amount of storage space. However, conditions in the Closed Stacks and Director's Room as they are currently are not sustainable for preservation of material that will be retained in the Historical Collection. Neither of these rooms have adequate open surface areas on which to access or process materials.

The Library is considering the possibility of storing HC material in a room that is currently the Director's office. The Director's office space is approximately 15 ft x 15 ft with linoleum flooring and a small section of ten built-in wooden shelves along one wall. The room has two doors, one opening into the front foyer

and one opening behind the first floor circulation desk. The room has one window with a room darkening shade and has no environmental controls.

As noted in [Section III.A. The Building](#), BFPL is exploring the possibility of expanding the footprint of the Library and more extensively renovating the existing building. Expanding the Library would provide an excellent opportunity to create purpose-built storage and use spaces for the Historical Collection.

- **As recommended in [Section II.B.](#), continue using the collection development policy to process and hone the collection.** Foundational policy should guide further weeding of the HC and any future acquisitions.
- **Ensure there is adequate space to access and use HC materials**, especially the oversized bound newspapers. Clear the table in the Director’s Room to allow space for processing and rehousing bound newspapers, as described in [Section V.D.1](#). Consider using a small folding table as needed to access volumes in the Closed Stacks. Having a cleared surface area to place materials will be helpful when inventorying, rehousing, and cleaning items.
- **Once a permanent storage location is selected for the HC, ensure all non-collection items are removed from the selected collection storage area.** HC material should be collocated in a dedicated storage area. Designate storage elsewhere for Library programming material, cleaning supplies, unused tech equipment, and other non-collection items.
- **Following the completion of the collection development policy and deaccession of the Older Holdings, evaluate the need for additional storage furniture at BFPL.**
  - Consider purchasing or modify shelving for oversized bound volumes, including scrapbooks and newspapers. Oversize volumes (those more than 12” high) are best shelved flat for overall support. See [Section V.D.1. Bound Volumes](#) for further storage recommendations.
  - If the Director’s current office space is selected to store the HC, the office will need to be outfitted with shelving for books and oversized volumes. The built-in wooden shelving is not ideal for collection storage due to off-gassing, but lining the shelves with a barrier material, such as 100% ragboard cut to size for each shelf, is an option. While this will not block all acid migration and off-gassing from the wood, it will improve the barrier.<sup>4</sup>
- **In the medium-term, BFPL should engage the services of a consultant to conduct a space assessment of the HC, or better yet, the entire Library.** The assessment will determine the best use of space to house collections, suggest the relocation of formats to best suit format-based storage needs, and provide foundational information from which to plan new storage space.
  - Results of the assessment may be used to further improve storage within the existing Library building through renovation, or to support potential long-term plans of constructing a purpose-built facility for the Library.
  - The MBLC’s *Library Space: A Planning Resource for Librarians* is another useful resource when planning the design of public library spaces: <https://mblc.state.ma.us/programs-and-support/construction/libraryspace.php>.

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4 NEDCC, Storage Furniture: A Brief Review of Current Options: <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.2-storage-furniture-a-brief-review-of-current-options>.

- Following a space assessment, apply for grants to fund storage renovation. NEH Sustaining Heritage Collections Grant could be a good option: <https://www.neh.gov/grants/preservation/sustaining-cultural-heritage-collections>.
- **Should the BFPL choose to house collections in the Director’s office, follow the recommendations provided in this report** to outfit the storage space to support the long-term preservation of the HC. Among other things recommended in this report, the room should at least have adequate shelving, locking doors, and adequate environmental control including a heat pump and a dehumidifier if possible.
- **In the long-term, if BFPL chooses to expand and renovate the Library further, explore the possibility of creating dedicated storage and use spaces for the Historical Collection.**

## B. Housekeeping and Pest Management

Dust, dirt, and paper detritus can attract pests, and may also serve as a substrate for mold growth, especially in warm or damp environments. Systematic housekeeping, including periodic vacuuming of floors and dusting of shelves, boxes, and books, serves two important functions: it actively discourages pest infiltration and mold growth,<sup>6</sup> and it indicates to staff and patrons that the collections are valued.

Many pests see collections as a source of food or nesting material. Clutter and food remains attract pests, and food odor is one of the cues to pests that a space may be hospitable. Eating and drinking should be restricted as much as possible and should be prohibited in all spaces where archival and special collections materials are stored, processed, or used.

Integrated Pest Management (IPM) is the standard practice for organizations holding cultural records. IPM focuses on addressing and correcting causes of pest infestation rather than symptoms. Strategies include routine monitoring, controlling pest habitats, identifying and sealing points of entry, and eliminating food sources to prevent infestation. The goal is to control pests using methods that are least harmful to humans, least damaging to the general environment, most likely to show concrete results, and that can be most effective with the least difficulty and cost. In most instances, a combination of strategies will offer the best solution.

In cases where problems do not respond to preventive techniques, direct treatment for infestation may be necessary; however, due to the toxic nature of pesticides, chemical extermination for pest problems should be used only as a last resort.<sup>7</sup>

### *Observations & Recommendations*

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The Town Facilities Department oversees custodial staff who clean the Library. According to information provided in the interviews, custodial staff “deep clean” the Library on Mondays when it is closed, removing trash, cleaning bathrooms, and vacuuming the main library areas. Ms. Letarte is not aware of any cleaning of the Director’s Room or Closed Stacks. She also noted in the questionnaire that cleaning in the Library does not occur often enough. The consultant observed extensive dust, debris, and cobwebs throughout the collection storage areas on the floor, shelving, and collection material, especially on the basement level of the Closed Stacks. The Director’s Room is also cluttered with programming material on the floor and shelves.

Rodent activity in particular is an ongoing issue in the Library. Staff have observed live rodents and rodent carcasses in collection areas. A pest control company conducted a walkthrough of the Library in recent months, but staff are unsure if the vendor has followed up with any pest management activities. Facilities is responsible for overseeing pest management vendors. During interviews, Facilities Director Brian Farragher indicated that the plan for pest management in the Library is to have the vendor start monitoring for pests and treating the Library monthly or as needed. Pest control will be focused rodent and ant activity, and traps will be placed outside the building. It is unclear what type of treatments the vendor may use.

Food and drink are allowed in the Library, which is a very common practice that helps to make the Library a welcoming place for its patrons; however, since the majority of materials in the HC are rare or unique (making replacement difficult or impossible), food and drink should be restricted while accessing these materials.

As noted in [Section IV.A.](#), there is a water cooler and coffee maker in the Closed Stacks, as well as a microwave. Packets of snack food for Library events are stored in the Director's Room. The consultant also observed food debris on the floor in the basement reading room.

- **Restrict food and drink in the Closed Stacks and Director's Room.** Remove all food items from the Director's Room, and remove the water cooler, coffee maker, and microwave from the Closed Stacks. Food and drink preparation should be limited to a designated break area away from collection material. Ensuring that any food eaten on the premises is disposed of appropriately is also an essential step towards managing potential pest issues.
- **Establish a routine schedule for housekeeping in the Closed Stacks and Director's Room to deter pest activity and to prevent the buildup of dust and debris.** Library staff should be trained to carefully dust shelves, as well as books in collections areas. Floors should be vacuumed at least monthly to remove dust and debris, and books, containers, and shelves should be cleaned bi-annually to remove accumulated dust. Vents should also be inspected and cleaned as needed.
  - See NEDCC's Preservation Leaflet 4.3 *Cleaning Books and Shelves* for guidance on cleaning library and special collections stacks: <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.3-cleaning-books-and-shelves>
  - **As the Older Holdings are deaccessioned and removed, conduct a thorough cleaning of the shelves in the Closed Stacks and Director's Room.**
- **Work with custodial staff to increase the frequency of cleaning, trash removal, and vacuuming in the Library as needed.** While custodial staff can clean public areas of the Library and office spaces, the cleaning of the Closed Stacks and Director's Room is best completed by Library staff trained to do so rather than as regular custodial work.
- **Continue working with a pest management professional to mitigate rodent activity in the Library.** Solutions may include eliminating food sources, identifying and sealing points of entry in the building envelope, and setting traps. For more information about managing rodents, see MuseumPests' "Solutions for Vertebrate Pests": <https://museumpests.net/solutions/solutions-for-vertebrate-pests/>
  - It is recommended that the Library use non-chemical pest management solutions in collection areas, as chemical pest control methods such as fumigation or sprays can

cause long-term damage to collection material and can also be unsafe for staff and patrons.

- **Consider implementing a pest monitoring system in collections storage and use areas using sticky traps.** Accurate and consistent recordkeeping of findings provides a more reliable means of detecting pest problems (and determining their extent) as they arise. For information on pest monitoring techniques and trap selection and placement, see <https://museumpests.net>.

## C. Handling Practices

Damage to collections through unintentional mishandling often goes unrecognized, and can pose a significant threat to the longevity of materials. Damage can be prevented by training staff and researchers alike in proper handling techniques for the different types of materials in the collection. Supervising researchers will provide staff with an opportunity to spot and correct any accidental mishandling, and is also a good security practice. Signage reminding staff and researchers of basic good practices, such as using only pencil, can also be helpful.

Where Special Collections materials are used, supervising researchers will provide staff with an opportunity to spot and correct any accidental mishandling. When processing newly-acquired books that will be retained permanently in a collection, identifying information is best placed on acid-free, lignin-free, buffered paper flags inserted between the volume's first page and front flyleaf. These are available from conservation suppliers. Adhesive labels, such as sticky notes, can stain or otherwise disfigure volumes, and should be avoided on permanent collection materials. Most fasteners (plastic or metal paper clips, for example) crimp pages and lead to permanent structure changes.

To ensure that unique books, manuscripts, and paper documents are not accidentally damaged during handling, the use of white cotton gloves is discouraged. A notable exception is in the handling of photographic and film objects. Anyone handling these materials should wear nitrile gloves to prevent transfer of damaging finger oils to the emulsion layer of the object.

### *Observations & Recommendations*

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Responsibility for processing HC materials and preparing them for storage has not been assigned at present. The Library does not have formal access and use policy or handling guidelines for the HC.

Approximately 50 people use the microfilm per year and a few people request the yearbooks. The historical books are rarely accessed and local history material is occasionally requested. Library staff retrieve requested materials for researchers. Procedures for photocopying or duplication have not been formally addressed.

As noted in [Section IV.D.Security](#), patrons have reported pictures cut out of yearbooks, and some yearbooks may be missing due to theft.

- **Create a written handling and use procedures guide for staff and researchers.** These procedures will complement the access and use guidelines recommended in [Section IV.D](#). Describing procedures for use of materials provides both staff and visitors with a reference point as they work. Upon the visit, patrons might also be asked to read and sign the procedures sheet.

- The Society of American Archivists has a list of typical usage guidelines, found here: <http://www2.archivists.org/usingarchives/typicalusageguidelines>.
- **Provide staff and researchers with book supports when accessing fragile books and bound newspapers.** Book supports such as cradles or pillows should be used when opening rare books, especially those that are fragile or damaged. Few bound volumes open to a complete 180 degrees without straining the binding. For oversized bound newspapers that do not easily fit into a book cradle or support system, use pillows to support the covers when open.
  - Examples of book support systems can be found here: <https://www.universityproducts.com/book-support-system.html>. Further book support options are provided in [Appendix C. Resources and Vendors](#).
- **As note in [Section IV.D](#), designate a reading room table within library staff's line of sight where researchers can use HC materials.**

## D. Enclosures and Storage Practices

Two principles should be kept in mind when selecting protective enclosures. First, they should be chemically stable. Paper enclosures should be acid-free and lignin-free, and in most cases, buffered with an alkaline reserve. The purpose of the buffer is to neutralize acids as they form in storage materials through contact with acidic items and atmospheric pollution. Plastic enclosures should be composed of polyethylene, polypropylene, or archival-grade polyester (often sold under the trade name “Melinex”). Enclosures for photographic materials should have passed the Photographic Activity Test (PAT), ISO Standard 18916:2007, which determines whether a product contains properties that will react with photographic images to cause deterioration.

The second principle to keep in mind is that enclosures should keep their contents reasonably stationary, and provide them with good structural support. Boxes that are significantly larger than their contents will allow items to shift, making damage more likely to occur as the box is moved on and off the shelf. Boxes that are too small will compress items, causing creases and tears. For flat file drawers, folders selected should match the size of the drawer (with about 1/2” to spare on each edge), rather than the size of the item, to prevent contents from sliding out of folders as drawers are opened and closed. Overfilled folders and boxes suffer damage as materials are handled and as researchers search through papers to find what they need. Under-filled boxes lead to the folders slumping, which warps the materials held in the folder. If a box is not full a spacer can be added to keep materials upright. In general, no more than 10 pages should be placed into a folder, and fewer per folder is best for particularly fragile or damaged items.

Polyester sleeves are helpful in protecting paper and photographic materials from direct handling and abrasion. Used in large numbers, though, they can also add bulk to collections, increasing the amount of shelf space needed to store materials. For this reason, and because these enclosures are fairly costly, it is wise to use them selectively—specifically, for items that are fragile (e.g., torn or brittle papers) or vulnerable to abrasion (e.g., photographic prints and negatives). It is also important to note that plastic sleeves can carry an electrostatic charge; for this reason, they should be avoided for items with “friable media” (i.e., media that lift easily from their support) such as pastels, charcoal, flaking inks, or chalk.



## 1. Bound Volumes

### Books and Pamphlets

Shelving practices play a major role in keeping books in good condition. Non-oversize books need to be shelved upright and supported by bookends. Books that lean can become distorted over time from the stress placed on their bindings. When possible, shelve non-oversize books by size, since very small volumes will not support large ones, and can be crushed by the weight of larger books. Oversize books (those more than 12" high) are best shelved flat for overall support; placing them in stacks no more than two or three volumes high will facilitate safe handling. Alternatively, where flat shelving is not possible, oversize books can be shelved on their spines—but never on their front edges (or “fore edges”), since the weight of a book’s pages will pull the text block away from its cover. Regular shelf maintenance will give staff the opportunity to spot and correct improper shelving.

Pamphlets and small booklets can be stored in specially made enclosures, in folders and boxes, or in hanging folders in file cabinets. Pamphlets of the same cover size can be stored in drop-spine or phase boxes. Pamphlets that differ in size may be stored according to guidelines given in [Section V.D.2](#), below for documents. Booklets more than about ¼" thick should be stored spine down in individual folders. Pamphlets of very different size should not be stored in the same folder.

For damaged items, enclosure in custom-fitted boxes or four-flap enclosures is often the best option. Protective enclosures provide structural support, protect volumes as they are moved on and off the shelf, and protect against light, dust, and water.

### Scrapbooks

Scrapbooks and binders pose challenging preservation problems. Their components often encompass multiple formats with different weights and thicknesses. In scrapbooks, it is common to find newspaper clippings pasted alongside items such as photographs, programs, and postcards. The collective bulk of pages can strain and weaken bindings. Most scrapbooks have support pages made from poor-quality paper prone to embrittlement, with acids that migrate to the items attached. Adhesives may degrade, causing items to become detached from pages and possibly lost.

The value of scrapbooks varies widely from item to item and from institution to institution. Those composed of newspaper clippings may be valuable only for their information. Others may have significant associational, artifactual, or aesthetic value. Valuable scrapbooks may have a high priority for evaluation by a conservator and for digitization. Scrapbooks that have enduring value in their original form, along with valued photo albums, should be individually boxed in custom-fitted boxes.

### Binders

Binders are common in recently acquired collections, and pose many of the same preservation concerns found in scrapbooks and photo albums. The binder itself is often made from unstable materials. The weight and quantity of pages is often greater than can be safely accommodated by the binder and the binder rings, leading to strain on the pages and to unsafe handling. Where the binder itself does not have artifactual value, pages should be removed and stored according to guidelines given in [Section V.D.2 Documents and Unbound Newspapers](#).

## ***Observations & Recommendations***

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The majority of BFPL's historical materials consists of bound volumes. The Library has 32,946 rare or historical books that make up the Older Holdings. These holdings have been systematically evaluated for retention over the past eight years, and the majority of these volumes will be deaccessioned and removed from the Library in the coming months. Some volumes will be retained as part of the Library's Historical Collection, however, during interviews, staff were unsure of exactly how many volumes will be retained in the HC.

BFPL has already set aside for the HC approximately 35 linear feet of local history books and books relating to the history of the BFPL, 200 bound serials including Clinton school yearbooks and Town Reports, assorted pamphlets and booklets, several binders of papers, and at least two scrapbooks relating to Clinton history. Most of these volumes are stored in one corner of the Closed Stacks on the first floor, and a few dozen volumes are stored in a filing cabinet in the Director's Room. Other material that will be included in the HC are 118 bound volumes of newspapers stored in the Director's Room. A number of modern local history reference books are also stored in the Closed Stacks with HC material.

Dozens of HC bound volumes are not stored in a way that protects the books from mechanical damage. Many books were observed to be slumping without adequate book supports (see photo). A number of HC volumes in the Closed Stacks were stacked haphazardly in piles on the shelves, putting uneven pressure on the covers and spines and causing mechanical damage to the books (see photo). Several HC volumes had damage to the spine, were covered with brown acidic paper, and had adhesive tape attached to the cover and spine.

There are a few dozen pamphlets and booklets in the HC. These are stored intermingled with larger bound volumes. Some booklets are stored in cardboard cases (see photo) in a filing cabinet in the Director's Room. Many pamphlets are fragile and in poor condition.

Overall, shelving in the Library is inadequate for supporting oversized volumes. The oversized newspapers range in size from 16in. x 22in. to 20.5in. x 26in. Oversized bound newspapers in the Director's Room are stored in built-in wooden shelving, with individual volumes stored upright in vertical bays, which does not adequately support the newsprint. Several volumes had damage to the spine (see photo), and one volume had extensive damage where the text block has broken away from the spine entirely (see photo). Most volumes had yellowing, brittle pages. Many volumes were precariously stored leaning against one another and are almost falling out of the shelves (see photo).



Volumes precariously stacked.



Books, magazines, a binder, and scrapbooks stacked together, causing the red scrapbook on top to bow at the edge.



Pamphlets of various sizes stored in acidic cardboard cases.



Bound newspapers with damaged spines, one newspaper with the text block completely detached and slumping inside the covers, and volumes slumping and falling out of the shelving.

- **Review shelving practices for bound volumes.** Ensure that all regular-sized bound volumes are stored upright without slumping. If possible, reorganize volumes so that similarly sized books are stored together, or install protective barriers between small and large items.
  - **Shelve non-oversized books upright whenever possible, or with the spine down to protect the hinges, and supported by non-knifing bookends as needed.** Books will sustain damage when shelved on their fore edges, even if only for a short period of time.
  - An example of a non-knifing bookend can be found through the library supply vendor, Demco (<https://www.demco.com/highsmith-reg-reinforced-steel-book-supports>).
  - **Store all oversized volumes including the bound newspapers flat on shelves that fully support them, up to three volumes high and with similarly sized volumes together.** Ensuring that volumes are fully resting on shelves prevents distortion. Volumes should not overhang the edge of shelves. Reducing the number of volumes in a single stack decreases the stress on the volumes at the bottom of the stack, as well as increases accessibility.
- **Use book flags when processing historical bound volumes,** rather than applying adhesive spine labels. This is especially important for rare books and damaged volumes. Placing identifying information on acid-free, lignin-free, buffered paper flags inserted between the volume's first page and front flyleaf is considered a best practice. If labels are already attached, do not attempt to remove them, as doing so will damage the materials.
  - Many preservation supply vendors sell book flags, including Gaylord Archival: [https://www.gaylord.com/Preservation/Book-&-Pamphlet-Preservation/Repair-Tools-&-Supplies/Other-Tools-&-Supplies/Gaylord-Archival&%23174%3B-Untabbed-Rare-Book-ID-Strips-\(100-Pack\)/p/HYB01387](https://www.gaylord.com/Preservation/Book-&-Pamphlet-Preservation/Repair-Tools-&-Supplies/Other-Tools-&-Supplies/Gaylord-Archival&%23174%3B-Untabbed-Rare-Book-ID-Strips-(100-Pack)/p/HYB01387)
- **Once the HC collection development policy is created, review bound materials for retention in the HC.** Though some material has been set aside for retention in the HC, there are still magazines, modern local history reference books, and binders of papers that are likely not of historical value mixed in with HC materials.
  - Modern materials such as the reference books are not as high-priority for preservation as older, unique, or fragile historical books. HC books require different storage

considerations, security, and access and handling restrictions, and should be kept physically and intellectually separate from modern materials.

- **Booklets and pamphlets should be transferred to chemically stable enclosures and should be relocated so that they are not stored between larger volumes or in piles.** Options include document preservation binders; acid-free, lignin-free, buffered folders and document boxes; and flip-top shelf files.
  - Document preservation binders (example): <https://www.universityproducts.com/perma-dur-document-preservation-binders.html>
  - Document cases (example): [University Products item 735-2510](#).
  - Flip-top pamphlet files (example): [Gaylord item WW-EFCROC1](#).
- **Place bound materials with a high priority for preservation in custom fitted boxes on an as-needed basis, especially any that are fragile or damaged.** CMI Microclimate™ boxes come highly recommended by NEDCC's book conservators. They are available for about \$8.00 to \$10.00 each through Custom Manufacturing, Inc. ([www.archivalboxes.com](http://www.archivalboxes.com)). Custom boxes are a better option than standard-sized ones, though both will protect against dust, pollutants, and light damage.
  - **Include damaged bound newspapers and scrapbooks among the volumes prioritized for individual custom enclosures.**
  - Pre-sized flat boxes can safely house smaller volumes by adding spacers that prevent volumes from shifting inside boxes.
  - Four-flap enclosures are another option for damaged or deteriorating items. These can be purchased from any of the major archival suppliers. One example from Gaylord can be found here: <https://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/Gaylord-Archival%26%23174%3B-10-pt-Four-Flap-Enclosures-%285-Pack%29/p/HYB01704>
  - See the Library of Congress' webpage on the preservation of scrapbooks and albums for more information about the care and housing of scrapbooks: <https://www.loc.gov/preservation/care/scrapbk.html>
- **While inventorying HC materials, as recommended in [Section II.D.](#), flag bound volumes that are a priority for conservation and/or digitization.** See [Section VI.A.](#) for more information on conservation treatment and working with a conservator and [Section VI.B.](#) for more information about selecting for digitization.
- **Review binders for retention in the HC.** Documents, photographs, and any other formats with high priority for retention that are stored in plastic office supply binders should be removed from binders and stored according to the recommendations in this report for each format. Documents with high priority for retention should be transferred to folders and document cases, as described in [Section V.D.2](#) below.

## 2. Documents and Unbound Newspapers

Folding and boxing are common practices for the preservation of collections. This relatively simple activity does require some consideration, though. Documents stored in overfilled folders or boxes suffer damage as materials are handled and as researchers search through papers to find what they need. Under-filled boxes lead to the folders slumping, which warps the materials held in the folder. If a box is not full a spacer can be added to keep materials upright. In general, fewer items per folder are best, especially for particularly fragile or damaged items. If a folder must hold a large group of papers (for example, a script), it should be creased along the score lines at the bottom to accommodate the greater bulk of materials. This will prevent pinching at the bottom and also prevent papers from being pushed upwards over the top of the folder where they will be at increased risk of damage from handling and pollutants.

Polyester sleeves are helpful in protecting paper and photographic materials from direct handling and abrasion while allowing easy viewing. Used in large numbers, though, they add bulk to collections, increasing the amount of shelf space needed to store materials. For this reason, and because these enclosures are fairly costly, it is wise to use them selectively—specifically, for items that are fragile (e.g., torn or brittle papers) or vulnerable to abrasion (e.g., photographic prints and negatives). Plastic sleeves can carry an electrostatic charge and should be avoided for items with friable media (media that lift easily from their support) such as pastels, charcoal, flaking inks, or chalk.

Newsprint are generally more fragile than other paper objects, as they are often made of poor quality materials and are not always cared for to the same standards as personal or institutional records. Making sure these resources are evaluated closely for condition issues, housing them in supportive enclosures, and prioritizing them for cool, dry storage is the best way to extend their useful life. Digitization is a popular strategy for preserving access to the information on newsprint, even as the physical object continues to deteriorate.

### *Observations & Recommendations*

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The BFPL has approximately one linear foot of documents including correspondence and contracts pertaining to the construction of the library in 1902. These documents are stored folded in stacks inside a metal cabinet in the Director's Room. At least one blueprint is folded up and stored with the correspondence.

The Library has approximately five linear feet of unbound local newspapers consisting of modern issues of "The Item", a Clinton newspaper. Newspapers are stored in piles on the Closed Stacks shelves. Though the newspapers are in good condition, they are not fully supported by the shelving and overhang the edge, and they are exposed to direct sunlight from a large bay of windows.

While documents and unbound newspapers do not make up a significant portion of BFPL collections, these items may be of historical importance to the Library and the Clinton community. Since these items were not listed in the questionnaire as part of the Library's historical materials, it is unclear if these items have been prioritized for accession into the HC.

- **Evaluate archival materials such as documents and unbound newspapers for retention in the HC.** As BFPL formalizes the HC mission statement and collection development policy, the Library may wish to include archival materials of historical significance to the Library and the Clinton community in the HC collecting scope. See [Section II.B.](#) for further discussion of HC policies.

- **House correspondence and other documents in archival quality folders and boxes.** Documents should be stored in acid-free, lignin-free, buffered folders and document cases. Folders and document cases come in letter and legal size to fit a number of document sizes. Unfold items for storage in folders, where possible. Remove fasteners such as rubber bands and paper clips.
  - Folders (example): <https://www.universityproducts.com/manuscript-folders.html>
  - Document cases (example): [University Products item 735-2510](#).
- **Rehouse oversized documents, such as the loose newspapers and blueprint, in archival flat boxes.** If the blueprint is too large for flat storage, it can be rolled for storage. If the blueprint cannot be safely unfolded without causing damage, consult with a conservator about unfolding and stabilizing the document. See [Section VI.A](#) for more information about working with a conservator.
  - Flat box (example): <https://www.universityproducts.com/perma-dur-barrier-board-drop-front-boxes-blue-gray.html>
  - Rolled storage boxes (examples): <https://www.universityproducts.com/archival-storage/archival-storage-boxes?specialty=16>

### 3. Microfilm<sup>8</sup>

Microforms such as microfilm and microfiche have been widely used to reproduce newspapers, legal documents, and other records. As digitization becomes the standard for duplication, microfilming has declined in popularity; however, many institutions are still stewarding legacy microfilm and other microforms, and they continue to be used for research. These objects have the advantage of presenting content in a way that is legible to the human eye with no special equipment, and properly manufactured, processed, and stored preservation microfilm has an estimated lifespan of 500 years.

Microforms are commonly found on nitrate, acetate, and polyester film-bases and may be produced using silver gelatin, diazo, and vesicular film. Even without detailed knowledge of the film base or film type, all microforms will benefit from storage in individual, PAT-certified enclosures held in a cool or cold environment and from careful handling during use.

#### *Observations & Recommendations*

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BFPL collections include 328 rolls of microfilm containing issues of The Item and The Clinton Courant newspapers. Microfilm is stored in individual plastic or paper enclosures within a metal microfilm cabinet located in the main reading room on the first floor. Patrons access the microfilm using a microfilm reader in the reading room. Approximately 50 people use the microfilm per year.

- **Include handling and use instructions for microfilm in the written handling and use procedures guide,** as noted in [Section V.C. Handling Practices](#). Provide researchers with verbal and written instructions for using the microfilm machine and monitor patron use of the machine to ensure proper handling and loading of the microfilm.
- **Provide researchers with nitrile gloves to wear while handling microfilm.** While gloves are not recommended for most collection material, photographic and film-based materials are susceptible to damage from the transfer of finger oils to the emulsion layer of the film, and therefore the use of nitrile gloves is recommended.

- In the long term as time and resources allow, **consider rehousing microfilm currently stored in plastic cases into archival quality boxes.** Reaffix the labels on microfilm boxes that are peeling off so that the information on labels is not dissociated from the microfilm.
  - Microfilm boxes (example): [Gaylord Archival Microfilm Reel Boxes](#), part #A2221A

#### 4. Audiovisual Materials

Format obsolescence is a significant obstacle for access to audiovisual materials. The declining availability of playback equipment, coupled with wide variations in the chemical and physical stability of recording media, make the migration of recordings to modern, widely-supported formats integral to their preservation. Even if playback equipment is available for older formats in theory, those formats become *locally* obsolete if the equipment is not available in-house. Dust and other particulates pose a major risk to the longevity of recordings because they cause abrasion, resulting in information loss.

Preservation strategies for audiovisual media must include prioritization for digitization as well as stabilization of the original media, particularly until reformatting can take place. Stabilization is achieved through maintenance of a cool, dry, clean storage environment, accompanied by protective enclosure of individual items. Any item showing signs of degradation should be assessed for retention and, if kept, prioritized for digitization. Correct storage is also important: all cassette tapes, open-reel tapes, and discs should be stored vertically and well-supported to prevent leaning.

#### *Observations & Recommendations*

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There is one reel-to-reel audio tape and a number of optical discs set aside with HC material in the Closed Stacks. The audio reel contains a recording of President Carter's visit to a Clinton town meeting in 1977. The reel appears to be on a polyester base and is in good condition.

- **Once the HC collection development policy is established, evaluate audiovisual media for retention in the HC.** Audiovisual materials have unique storage, handling, and reformatting needs due to format obsolescence and degradation of the physical media. BFPL should carefully evaluate its capacity to store and provide access to AV media.
  - BFPL may wish to deaccession AV media and donate it to an appropriate local repository. For example, consider whether the reel-to-reel tape recording of the Clinton town meeting could be stewarded by the Clinton Town Clerk's Office.
- **If audiovisual media is retained in the HC, prioritize the reel-to-reel tape for digitization.** See [Section VI.B.](#) for more information about digitization.
- **If audiovisual media is retained in the HC, reevaluate storage of AV items.** Rehouse AV media in archival-quality enclosures and appropriately-sized media boxes, as time and resources allow. See the audiovisual section of [Appendix C](#) for examples of media storage enclosures. Store audio and video tape and optical discs vertically on end.
  - AV media should be stored in cold conditions when possible. For more information on AV storage environments, see the Image Permanence Institute's Media Storage Quick Reference guide: <https://s3.cad.rit.edu/ipi-assets/publications/msqr.pdf>

## VI. Conservation, Reformatting, & Exhibition

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The ultimate goal of collections stewardship is to ensure that the materials in our care remain accessible to our community—whether that community is the general public, a municipality, faculty and students, researchers, or any other group defined as our institution’s core audience. Conservation, reformatting, and exhibition all serve this goal.

Most institutions will, at some point, engage in one or more of these activities. Few institutions will have the capacity to perform all of these activities in-house and will need to work with appropriate service providers. Any provider chosen should be evaluated for their expertise in handling items with historic value. Because these activities often require significant resource investment, and may only benefit small parts of the collection, they are most effectively approached within the context of a long-range preservation plan.

### A. In-House Repair & Professional Conservation Treatment

#### *In-House Repair*

In-house repair is only suggested for general circulating collections. Despite best intentions, seemingly simple treatments—such as basic repair, surface cleaning, and humidification and flattening of paper—can cause unintended, irreversible damage if not performed properly. Mending supplies marketed as “archival” (e.g., document preservation tape) may be stable today; however, their aging properties are often unclear. Moreover, product formulations can change without notice: this year’s nonstaining tape or adhesive may have a different chemical structure next year. Fragile papers and certain writing media (e.g., iron gall ink) may react adversely to the moisture needed for mending or humidification.

#### *Professional Conservation Treatment*

Conservation involves the examination of individual objects, formulation of a treatment plan (or plans) specific to that object, and documentation of any treatment or repair performed in order to stabilize the object so that it can continue to serve its purpose as defined by the institution. When considering any treatment on collections of lasting value, it is best to consult a conservator before proceeding.<sup>9</sup> A conservator has received specialized education and training allowing them to assess and choose treatments that are safe and appropriate for a particular object and that take into account institutional needs and goals for that object.

The decision of whether or not to have an item treated by a professional conservator should be determined by the item’s value to the collection and the availability of funds for conservation. Setting priorities for selection should be the first step. Criteria to consider include condition; monetary, historical, or artifactual value; importance for research, and expected use.

Once conservation treatment is performed, staff should retain full treatment reports indefinitely. This will allow them to refer back and find out exactly how item(s) were treated in the past, should questions or problems arise in the future.



## Observations & Recommendations

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BFPL does not conduct in-house repairs of archival or historical collections, which is good practice. No historical materials have been treated by a professional conservator.

There are a number of fragile bound volumes and pamphlets in poor condition that may be candidates for conservation treatment, depending on whether these items are a high-priority for preservation based on the HC collection development policy. In particular, the heavily damaged bound newspaper pictured in [Section V.D.1.](#) is inaccessible due to the damage to the spine and text block, and would require stabilization before being accessed by patrons or digitized.

- **While conducting the inventory of HC material recommended in Section II.D., flag fragile or damaged items that should be evaluated by a conservator.** Priorities for conservation depend on a variety of factors, including condition and content and research value. High priority items that are in poor shape and are difficult to access and handle due to their condition, such as the damaged bound newspapers, may be set aside for a conservation assessment from a qualified conservator. Maintaining a list of priority items will help to ensure that resources for conservation are spent effectively, being used for the most important materials first.
- For more information on pursuing conservation work see Preservation Leaflets 7.5, 7.6, and 7.7 on paper-based conservation and selecting a conservator: <https://www.nedcc.org/free-resources/preservation-leaflets/overview>.

## B. Digitization and Reformatting

Digitization, or digital reformatting, is the process of making a digital copy, sometimes called a digital surrogate, of a physical collections item. While digitization is often an effort to increase access, it intersects with the care of physical collections in important ways. Additionally, rather than reducing the stress on physical collections, digitization can increase demand for use of all the collections as a wider audience becomes aware of them.

As with selection for preservation (see [Section II.A](#)), selection for digitization should be grounded in the collecting policies of the organization. Beyond the policy underpinnings, there may be physical preservation concerns that drive the decision of what to digitize and when. As discussed in [Section V.D.4](#), audiovisual materials have very serious format vulnerabilities that help establish their priority for digitization. Photographs, manuscript materials, and bound volumes also need to be physically evaluated for digital reformatting. Digitizing large items, such as maps or folio volumes, requires increased the time and expense. Condition issues, such as those with deteriorating scrapbooks, will increase the complexity of digitization and may require conservation work before reformatting, in turn increasing the time and expense required.

A major concern for collections items during digitization is proper care and handling. Many collections items only rarely come out of their protective enclosures for use, and digitization requires heavy handling and physical manipulation. Items often need to be specially prepared for capture, including removal from frames or unfolding, and may need to be cleaned or repaired. If digital reformatting is taking place in house, the same guidance provided in [Section V. Special Collections Storage and Handling](#)

should be followed. Achieving a preservation quality environment is not usually necessary, unless collections will be stored in digitization workspaces for significant periods of time.

Despite its popularity, digitization introduces complex challenges to the ongoing preservation management program in an organization. Digital objects (the products of a digitization project) are an investment of time and resources and, as such, should be preserved. Digital preservation requires a long-term institutional commitment to staff, technology infrastructure, training, and other ongoing preservation costs. Periodic assessment of the digital preservation program will ensure that policies and resources are continuing to meet local standards for commitment to preservation.

### ***Observations & Recommendations***

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BFPL works with Digital Commonwealth to digitize historical material. The yearbooks have been digitized and are available through Digital Commonwealth. The Library does not retain copies of these digital files. BFPL will retain some books in the Older Holdings to digitize and make available online.

- **During inventory and processing, institute a preservation review to flag items that are good candidates for digitization.** See NEDCC's Preservation Leaflet 6.6 *Preservation and Selection for Digitization* for more information about how to prioritize material for digitization: <https://www.nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.6-preservation-and-selection-for-digitization>
- **Continue partnering with Digital Commonwealth to digitize HC materials and provide access to digital collections.** Consider prioritizing the local bound newspapers for digitization, as noted in [Section V.D.1](#). These items show significant signs of deterioration and have high informational value. Digitizing the newspapers would reduce the handling the physical objects receive, while ensuring that the wealth of regional history they contain is preserved and accessible to patrons.
  - Before digitizing the newspapers, check to see if any issues have already been digitized and made available online through repositories such as Internet Archive or Project Gutenberg.
  - Newspapers published before 1927 are in the public domain, but BFPL will need to determine the copyright status of newspapers published in 1927 and later before digitizing the newspapers and making the available online.
- **If audiovisual media is retained in the HC, prioritize the reel-to-reel tape for digitization,** as noted in [Section V.D.4](#). While Digital Commonwealth may host audiovisual materials online, their digitization services through the Boston Public Library do not include digitization of AV media. BFPL will need to work with a reputable audio reformatting vendor.
  - The Association for Recorded Sound Collections (ARSC) maintains an Audio Preservation and Restoration Directory, is a good place to look for vendors that provide audio digitization/reformatting services: <https://www.arsc-audio.org/audiopreservation.html>

## C. Exhibition

The need to exhibit collection materials complicates the goal of preservation. When preparing to exhibit collections, many of the same concerns faced in general collections care need to be considered, but the materials displayed have, almost by definition, special value. When considering exhibition, first determine whether an existing exhibit policy is in place. The policy should address institutional needs as well as processes for loaning or borrowing materials for exhibit.

Exhibit cases should be built of stable, pollutant-free materials and coatings. Mounts, supports, and other exhibit materials should be made from inert materials like Plexiglas and polyester, or from neutral board and paper. If cases are lined, only fabric made from cotton or linen should be used, and the fabric should be washed with a mild, unscented, liquid detergent prior to use to remove any sizing.<sup>10</sup>

Remember that different materials have widely varying light sensitivity. Research will be required, not just into the susceptibility of the particular type of object (cyanotype, leather bound volume, illuminated page, etc.) but, if possible, also into the exhibit history of that particular item.

Before exhibiting any collection object, determine:

- how long the object will be on display;
- that the object is stable enough to withstand exhibit without additional stabilization, and able to withstand the added light exposure;
- whether there are records of the object's exhibit history and past light exposure;
- whether the object will be secure, both in the building and within its exhibit case/frame;
- the climate control capabilities both in the exhibit space and in the case/frame, and
- that appropriate supports and mounts are available, or can be produced, to safely display the object.<sup>11</sup>

Answering these questions will provide avenues for mitigation of risks, but the vital point is that original materials of enduring value should never be exhibited permanently. If originals must be exhibited, damage from light can be reduced by keeping light levels as low as possible, and by limiting the duration of the exhibit. Many institutions avoid exhibiting original materials by using facsimiles when feasible.

### ***Observations & Recommendations***

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BFPL does not currently display HC material, but the Library [Trustee's Report for August 2014](#) indicates that exhibition of HC materials is a goal. The Report states, "These representative items [retained from the Older Holdings] will remain in the library and become the BFPL's historical collection that will be on display on a rotating basis".

- **Should BFPL decide to exhibit items from the HC, follow best practices for exhibition of historical materials.** Such practices include, but are not limited to, displaying facsimiles of original materials when possible, limiting light exposure by rotating exhibit material (i.e. not having permanent displays), and using secure display cases with limited light exposure.
  - See Preservation Leaflet 2.5 *Protecting Paper and Book Collections during Exhibition* for more information about exhibition best practices: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.5-protecting-paper-and-book-collections-during-exhibition>.

## VII. Conclusion

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Ms. Letarte is aware of the preservation challenges presented by the collections and has shown a commitment to improving the storage and handling of the collections. The decision to pursue a general preservation assessment attests to an interest in improving care and handling practices to ensure that collection materials are available into the future.

As Ms. Letarte continues efforts to preserve and maintain these unique collections, she faces several challenges, including:

- Lack of documentation regarding the mission of the Historical Collection, planning, and procedures;
- Lack of dedicated staff time and budget for preservation activities;
- Incomplete intellectual control (collection management) and physical control (security); and
- Lack of dedicated storage space for collections and incomplete environmental control in current storage spaces.

With these challenges in mind, efforts over the next several years should focus on:

- Documenting the collection's mission statement, policies, and procedures, especially regarding collection management;
- Dedicating and increasing staff time and budget for preservation activities;
- Deaccessioning and removing Older Holdings from the Library and retaining appropriate materials for the HC;
- Physically stabilizing collections through improved storage and handling;
- Collocating collections in a dedicated space with sufficient storage furniture; and
- Monitoring and stabilizing the collection storage environment.

In particular, the BFPL will want to formally establish the Historical Collection and create foundational policy to guide collection management decisions about HC materials. As the Library moves forward with renovations to modernize the building and improve environmental controls, BFPL will need to choose a dedicated storage space for HC materials that can adequately support the preservation needs of the collection. Any storage space selected will likely require renovations to outfit the space with environmental controls and storage furniture to accommodate all sizes and formats of collection materials. A large-scale expansion and renovation of the Library would provide an excellent opportunity to create dedicated, purpose-built storage and use spaces for the HC and would support the Library's effort to preserve and provide access to its historical materials for the benefit of the Clinton community.

A preservation program will be most effective if it is guided by a written preservation plan. Preparation of a plan should begin as soon as possible. As noted earlier, few institutions have sufficient resources to address *all* of the preservation needs of *all* of their collections. Limited resources require choices to be made among activities, the cumulative result of which will have greater impact if guided by a long-range preservation plan. Preparation of such a plan should be the next step for BFPL. The plan should be reviewed annually, and modified as preservation needs are addressed and new ones are identified.

I hope that the overview provided here, combined with the priorities outlined in the Appendices, will serve as a helpful starting point for preservation planning. I am glad to have had the opportunity to work with Ms. Letarte on this project. If this report has raised any questions, or if I can provide any additional information, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink that reads "Alison Fulmer". The signature is written in a cursive, flowing style.

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July 19, 2022

# Appendices

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## A. Prioritized Recommendations

### *Bigelow Free Public Library*

This appendix and the accompanying report are intended for continuing reference for this institution and its staff. Best-practice information for each of the topics is included in the respective report sections, and additional resources are listed in the Endnotes and Appendices.

All of the recommendations in this report are compiled below and organized as short-, medium-, and long-term goals. Recommendations within the short-, medium-, and long-term categories are listed as they appear in the report. This organization of the recommendations is based on the consultant's observations and expertise; responsibility for ranking these priorities further rests with the institution.

### 1. Short-Term Priorities

Projects that can be undertaken with existing resources and/or problems requiring immediate action:

#### *II. Collection Management & Preservation Planning*

- **Use the recommendations in this report to prepare a long-range preservation plan for the HC.** The preservation plan should be a written document that is used for both short- and long-term planning and includes budget estimates, human resource needs, and timelines for each project. Preparation of a plan should begin as soon as possible, but such an effort will take time.
- **Establish a schedule for updating the preservation plan.** The preservation plan should be considered a living document, and revisited annually. Periodic revision will be needed as circumstances change, and as preservation needs are addressed and new ones are identified.
- **Use this report to educate stakeholders about preservation issues and engage them in discussion about future goals.**
- **Formally establish the Historical Collection.** The HC should be recognized in official documentation of the Library. Define the role and scope of the HC through specific policies.
- **Create and document a mission statement for the HC.** A mission statement is an important first step in defining the goals and purpose of the collection. The mission statement addresses collecting scope and preservation activities. It often describes the primary audience or user community served by the collection, as well. It should be distinct from the BFPL mission statement, and describe the purpose and scope of the HC. All special collections decision-making ultimately relies on a mission and fundamental policies.
- **Develop and consistently use a collection management policy for the HC.** This policy is another guiding document that will help with all decisions about the HC. BFPL may wish to use the Trustees' collecting criteria as a starting point to establish the scope of the HC, but these criteria should be reviewed and updated as needed.
- **Continue reappraising historical material in the Library's collection for retention in the HC and deaccessioning as needed.** Reappraisal does not guarantee that items will be deaccessioned, but provides an opportunity for evaluating duplicate and out-of-scope materials.

- **Establish a routine schedule for reviewing and updating the mission statement, collection development policy, and other policies and documentation.** Mission statements do not need frequent review, but collecting policies, access policies, and other associated guiding documents will warrant more regular updates. Regular review and amendments ensure that the policies remain relevant over time. A good practice is to incorporate these kinds of policy reviews into the overall strategic planning process and schedule at the institution.
- **Explore the possibility of creating a staff position (or adapting an existing position) which includes hours dedicated to managing historical collections.** Managing the HC is not sustainable without a dedicated staff member or dedicated staff hours for the collection. Hiring a staff member with archival or special collections training would provide much needed support for preservation activities in the HC including organizing, rehousing, and providing access to HC materials as needed. Even at part time, an archivist or special collections librarian with hours dedicated to the HC would help the BFPL meet its preservation and access goals.
- **Set aside funds for preservation activities.** A dedicated budget line demonstrates commitment to preservation and makes a good impression on potential funders. Setting aside at least a small amount of money for preservation each year will support steady progress toward the Library's preservation goals. This money can be spent on preservation activities (e.g. environmental monitoring, integrated pest management, temperature and humidity controls), preservation supplies (e.g. archival-quality folders), staff training, and consultants.
- **Inventory all the historical material to be retained in the HC to improve intellectual control, establish priorities, and make retention decisions.** A completed inventory will provide a more accurate picture of the amount of space needed to house the collections. It will also assist in the development of processing, preservation, and retention priorities and greatly improve the level of intellectual control over the collections. **Any inventory project should result a finding aid of the HC in order to be useful.**
- **As the inventory is conducted, collocate HC material in one location.** Physically separating HC material from Older Holdings to be deaccessioned will facilitate inventorying material. It will also help to ensure that no HC items are lost or misplaced while the Older Holdings are deaccessioned.

### *III. Building and Storage Environment*

- **Maintain a log of building-related problems and work addressed, and continue communication between BFPL staff and Town Facilities staff to track preventive maintenance being performed on the building.** Over the long term, documenting the extent of any recurring problems that threaten the collections may help when advocating for improvements or starting a fundraising project or capital campaign. Routine preventive maintenance is an indispensable component of preserving collections. Everyone working with collections should be apprised of maintenance activities, and maintaining an onsite log of activity at the BFPL is an excellent way to do this.
- **Ensure that roof inspections and preventative building maintenance occur on a routine schedule.** As BFPL staff are aware, the building provides the collections' primary line of defense against the elements, routine preventive maintenance is an indispensable component of preserving collections. Preventive maintenance will also maximize the useful life of the building and help to reduce the need for potentially costly repairs.

- **Monitor temperature and relative humidity in collections storage spaces.** Hygro-thermometers (ex. [Extech 445814 Stationary Hygro Thermometer Psychrometer](#)) or dataloggers (ex. HOB0 Temp/RH Data Logger: <https://www.onsetcomp.com/products/data-loggers/mx1101>) can be purchased and placed in each of the rooms for accurate environmental monitoring. A monitor that displays the temperature and humidity can be checked every day to make sure temperatures and humidity are not out of acceptable ranges, while a datalogger that records readings over time can be checked less often.
- **Use light-blocking shades to reduce light levels near historical materials.** Window shades in the Closed Stacks and Director's Room should be drawn closed to maximize protection from light damage and also help control the temperature of the room. Install additional shades as needed to protect collection material.

#### *IV. Emergency Preparedness*

- **Continue monitoring the ceiling in the Director's Room for leaks and make repairs as needed.** Repairing plaster in stained or damaged areas will make it easier to detect new water incursion in the ceiling. Old staining and damage can mask new staining from water leaks.
- **Remove the water cooler and coffee machine from the Closed Stacks where historical materials are stored.** This equipment puts collection material at risk from leaks and spills.
- **Restrict beverages in open containers** in areas and on tables where collections are used or stored.
- **Continue keeping all collection material at least 3" off the ground to protect against damage from water.** While 4-6" is ideal, the standard height of shelving unit bases is 3", which is perfectly acceptable. The spike in humidity caused by a water leak can be drastic. Monitoring for leaks and associated high humidity can prevent damage and mold bloom.
- **Move items resting on top-most shelves down to a more protected location or install shelf canopies to protect from overhead leaks.** Unprotected items stored on the top of shelving units without adequate canopies are exposed to the risk of water damage from overhead.
- **Ask for expert advice in an emergency situation.** NEDCC has a 24/7 Collections Emergency hotline at 1-855-245-8303. The National Heritage Responders likewise offer phone advice and sometimes on-site assistance: 1-202-661-8068.
- **In the short-term, create a Pocket Response Resource for the Library.** This is a basic disaster planning tool that takes very little time to complete and distills the most immediate actions for disaster response onto a single sheet of paper for quick reference: <https://www.nedcc.org/free-resources/dplan-artsready>.
- **As noted in [Section II.D.](#), collocate material to be retained in the HC and clearly demarcate HC material from the Older Holdings to be deaccessioned.** HC material and Older Holdings marked for deaccession are currently stored together in the Closed Stacks and Director's Room. This may cause confusion when outside vendors or library staff eventually remove deaccessioned Older Holdings from the shelves, and HC material may accidentally be removed in the process.
- **Create access and use policies for the HC.** Access and use policies should include information about how researchers may request and access collections, any use restrictions (i.e. HC material is non-circulating and must be accessed in the Library), and reproduction guidelines, among other information. See [Appendix C](#) for examples and guidance on creating policy.



- **Monitor researchers using HC material at all times and inspect collection items immediately before and after access is provided to researchers.** Increased monitoring of non-circulating special collection items will help to reduce the risk of loss by creating accountability and ensuring that any vandalism or loss is detected by staff. Identify a table in the main library reading room that is visible to staff at the front desk (or move a table as needed), and direct researchers to use HC material only at this table.
- **Keep doors to collection areas closed and locked as much as possible.** If doors are not equipped with locks, consider adding an external lock or replacing the door hardware to include a locking mechanism. Keep doors into the Director's Room closed and locked when staff are not actively using the room. The Director's Room should be marked as a staff-only area with signage, and both doors should be locked to prevent unwanted access by patrons. Lock the Closed Stacks after hours.

#### *V. Special Collections Storage and Handling*

- **As recommended in [Section II.B.](#), continue using the collection development policy to process and hone the collection.** Foundational policy should guide further weeding of the HC and any future acquisitions.
- **Ensure there is adequate space to access and use HC materials,** especially the oversized bound newspapers. Clear the table in the Director's Room to allow space for processing and rehousing bound newspapers, as described in [Section V.D.1](#). Consider using a small folding table as needed to access volumes in the Closed Stacks. Having a cleared surface area to place materials will be helpful when inventorying, rehousing, and cleaning items.
- **Restrict food and drink in the Closed Stacks and Director's Room.** Remove all food items from the Director's Room, and remove the water cooler, coffee maker, and microwave from the Closed Stacks. Food and drink preparation should be limited to a designated break area away from collection material. Ensuring that any food eaten on the premises is disposed of appropriately is also an essential step towards managing potential pest issues.
- **Establish a routine schedule for housekeeping in the Closed Stacks and Director's Room to deter pest activity and to prevent the buildup of dust and debris.** Library staff should be trained to carefully dust shelves, as well as books in collections areas. Floors should be vacuumed at least monthly to remove dust and debris, and books, containers, and shelves should be cleaned bi-annually to remove accumulated dust. Vents should also be inspected and cleaned as needed.
- **Provide staff and researchers with book supports when accessing fragile books and bound newspapers.** Book supports such as cradles or pillows should be used when opening rare books, especially those that are fragile or damaged. Few bound volumes open to a complete 180 degrees without straining the binding. For oversized bound newspapers that do not easily fit into a book cradle or support system, use pillows to support the covers when open.
- **As note in [Section IV.D.](#), designate a reading room table within library staff's line of sight where researchers can use HC materials.**
- **Review shelving practices for bound volumes.** Ensure that all regular-sized bound volumes are stored upright without slumping. If possible, reorganize volumes so that similarly sized books are stored together, or install protective barriers between small and large items.

- **Use book flags when processing historical bound volumes**, rather than applying adhesive spine labels. This is especially important for rare books and damaged volumes. Placing identifying information on acid-free, lignin-free, buffered paper flags inserted between the volume's first page and front flyleaf is considered a best practice. If labels are already attached, do not attempt to remove them, as doing so will damage the materials.
- **Place bound materials with a high priority for preservation in custom fitted boxes on an as-needed basis, especially any that are fragile or damaged.** CMI Microclimate™ boxes come highly recommended by NEDCC's book conservators. They are available for about \$8.00 to \$10.00 each through Custom Manufacturing, Inc. ([www.archivalboxes.com](http://www.archivalboxes.com)). Custom boxes are a better option than standard-sized ones, though both will protect against dust, pollutants, and light damage.
- **Evaluate archival materials such as documents and unbound newspapers for retention in the HC.** As BFPL formalizes the HC mission statement and collection development policy, the Library may wish to include archival materials of historical significance to the Library and the Clinton community in the HC collecting scope. See [Section II.B.](#) for further discussion of HC policies.
- **House correspondence and other documents in archival quality folders and boxes.** Documents should be stored in acid-free, lignin-free, buffered folders and document cases. Folders and document cases come in letter and legal size to fit a number of document sizes. Unfold items for storage in folders, where possible. Remove fasteners such as rubber bands and paper clips.

#### *VI. Conservation, Reformatting, & Exhibition*

- **While conducting the inventory of HC material recommended in Section II.D., flag fragile or damaged items that should be evaluated by a conservator.** Priorities for conservation depend on a variety of factors, including condition and content and research value. High priority items that are in poor shape and are difficult to access and handle due to their condition, such as the damaged bound newspapers, may be set aside for a conservation assessment from a qualified conservator. Maintaining a list of priority items will help to ensure that resources for conservation are spent effectively, being used for the most important materials first.
- **During inventory and processing, institute a preservation review to flag items that are good candidates for digitization.** See NEDCC's Preservation Leaflet 6.6 *Preservation and Selection for Digitization* for more information about how to prioritize material for digitization: <https://www.nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.6-preservation-and-selection-for-digitization>

## **2. Medium-Term Priorities**

Projects that will require planning and organization or additional resources and staff time:

#### *II. Collection Management & Preservation Planning*

- **Prioritize the development and adoption of other policies based on the needs of the HC and the time available.** Additional documented policies relating to access and use, collection handling, and accession and deaccession are areas where BFPL might formalize practices and procedures for the benefit of current and future staff, researchers, and the general public.

- **Create and retain accession records for all HC materials.** An example of various types of accession record forms, along with recommended elements for a record, can be found through the Library of Congress, Accession Forms: Representative Samples in [Appendix C. Resources and Vendors](#).

### *III. Building and Storage Environment*

- **Work with Facilities staff to improve environmental conditions in collection storage areas.** A general rule of thumb for collection storage environments is maintaining temperature around 70°F and RH between 30%-50%.

### *IV. Emergency Preparedness*

- **Strengthen fire protection by scheduling an annual fire drill.** The Clinton Fire Department may be able to provide this training. With all emergency response procedures, the more often staff can practice, the more comfortable they will be as the process becomes routine. This helps to promote an orderly and efficient response in the event of a real emergency.
- **Continue to ensure that all extinguishers are regularly inspected and recharged, and keep fire extinguishers in readily accessible areas near collections storage and use areas.** Pursue training on their use for those who are interested through the Clinton Fire Department or one of the other fire-related vendors who serve the Town of Clinton Departments.
- **Create a cache of disaster supplies that will be easily accessible in an emergency.** Emergency Response Kits can be assembled using this [supply list](#) from the American Institute for Conservation or purchased. Gaylord Archival offers one example: [Be-Ready Recovery Kit](#).
- **Begin collecting use statistics for HC material.** Documenting the use of HC material by staff and researchers will help staff identify high-use items and collections, which can help guide HC collection development as discussed in [Section II.B](#). Collecting use statistics will also be useful if items are ever believed to be missing or are found damaged.
- **Maintain a key list to track who has access to the Library building and to track keys returned by terminating employees.**

### *V. Special Collections Storage and Handling*

- **Once a permanent storage location is selected for the HC, ensure all non-collection items are removed from the selected collection storage area.** HC material should be collocated in a dedicated storage area. Designate storage elsewhere for Library programming material, cleaning supplies, unused tech equipment, and other non-collection items.
- **Following the completion of the collection development policy and deaccession of the Older Holdings, evaluate the need for additional storage furniture at BFPL.**
- **In the medium-term, BFPL should engage the services of a consultant to conduct a space assessment of the HC, or better yet, the entire Library.** The assessment will determine the best use of space to house collections, suggest the relocation of formats to best suit format-based storage needs, and provide foundational information from which to plan new storage space.
- **Work with custodial staff to increase the frequency of cleaning, trash removal, and vacuuming in the Library as needed.** While custodial staff can clean public areas of the Library and office spaces, the cleaning of the Closed Stacks and Director's Room is best completed by Library staff trained to do so rather than as regular custodial work.

- **Continue working with a pest management professional to mitigate rodent activity in the Library.** Solutions may include eliminating food sources, identifying and sealing points of entry in the building envelope, and setting traps. For more information about managing rodents, see MuseumPests’ “Solutions for Vertebrate Pests”: <https://museumpests.net/solutions/solutions-for-vertebrate-pests/>
- **Create a written handling and use procedures guide for staff and researchers.** These procedures will complement the access and use guidelines recommended in [Section IV.D](#). Describing procedures for use of materials provides both staff and visitors with a reference point as they work. Upon the visit, patrons might also be asked to read and sign the procedures sheet.
- **Once the HC collection development policy is created, review bound materials for retention in the HC.** Though some material has been set aside for retention in the HC, there are still magazines, modern local history reference books, and binders of papers that are likely not of historical value mixed in with HC materials.
- **Booklets and pamphlets should be transferred to chemically stable enclosures and should be relocated so that they are not stored between larger volumes or in piles.** Options include document preservation binders; acid-free, lignin-free, buffered folders and document boxes; and flip-top shelf files.
- **Review binders for retention in the HC.** Documents, photographs, and any other formats with high priority for retention that are stored in plastic office supply binders should be removed from binders and stored according to the recommendations in this report for each format. Documents with high priority for retention should be transferred to folders and document cases, as described in [Section V.D.2](#) below.
- **Rehouse oversized documents, such as the loose newspapers and blueprint, in archival flat boxes.** If the blueprint is too large for flat storage, it can be rolled for storage. If the blueprint cannot be safely unfolded without causing damage, consult with a conservator about unfolding and stabilizing the document. See [Section VI.A](#) for more information about working with a conservator.
- **Include handling and use instructions for microfilm in the written handling and use procedures guide,** as noted in [Section V.C. Handling Practices](#). Provide researchers with verbal and written instructions for using the microfilm machine and monitor patron use of the machine to ensure proper handling and loading of the microfilm.
- **Provide researchers with nitrile gloves to wear while handling microfilm.** While gloves are not recommended for most collection material, photographic and film-based materials are susceptible to damage from the transfer of finger oils to the emulsion layer of the film, and therefore the use of nitrile gloves is recommended.
- **Once the HC collection development policy is established, evaluate audiovisual media for retention in the HC.** Audiovisual materials have unique storage, handling, and reformatting needs due to format obsolescence and degradation of the physical media. BFPL should carefully evaluate its capacity to store and provide access to AV media.

#### *VI. Conservation, Reformatting, & Exhibition*

- **Continue partnering with Digital Commonwealth to digitize HC materials and provide access to digital collections.** Consider prioritizing the local bound newspapers for digitization, as noted in

[Section V.D.1](#). These items show significant signs of deterioration and have high informational value. Digitizing the newspapers would reduce the handling the physical objects receive, while ensuring that the wealth of regional history they contain is preserved and accessible to patrons.

- **If audiovisual media is retained in the HC, prioritize the reel-to-reel tape for digitization**, as noted in [Section V.D.4](#). While Digital Commonwealth may host audiovisual materials online, their digitization services through the Boston Public Library do not include digitization of AV media. BFPL will need to work with a reputable audio reformatting vendor.

### 3. Long-Term Priorities

Steps to be taken once short- and medium-term goals have been accomplished; and/or larger general goals that will require major funding and/or significant reorganization of resources:

#### *II. Collection Management & Preservation Planning*

- **Continue applying for grants to fund preservation activities.** Following the draft of the preservation plan that this report will help to create, the Library will be an even stronger candidate for grants that support preservation projects.

#### *III. Building and Storage Environment*

- **Consider applying for outside funding to address large-scale building improvement projects.** The National Endowment of the Humanities (NEH) has several grant programs for small institutions. In particular, BFPL may want to explore NEH's Infrastructure and Capacity Building Challenge Grant: <https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants>
- **As fluorescent lights burn out or fail, replace them with LED lighting.** LEDs have emerged as a preferred lighting option because they emit no ultraviolet light, they emit very little infrared light, and they reduce overall energy needs.

#### *IV. Emergency Preparedness*

- **In the long-term, explore funding options for a building-wide suppression system.** BFPL may not be able to install such a costly system immediately, but collections, staff, and patrons would benefit from having such a system in place. BFPL should incorporate plans for a fire suppression system into future strategic planning and potential renovation of the Library building.
- **Prepare a disaster plan for BFPL.** Given the age of the Library building, the lack of fire suppression system, and ongoing renovations- all of which increase the risk of a potential water or fire emergency- the Library's patrons, staff, and collections would benefit greatly from the implementation of a disaster plan. Start with the most important aspects (phone tree, emergency supplies, and disaster team responsibilities) and grow the plan over time as staff resources allow. For guidance, see references in [Appendix C](#).

#### *V. Special Collections Storage and Handling*

- **Should the BFPL choose to house collections in the Director's office, follow the recommendations provided in this report** to outfit the storage space to support the long-term preservation of the HC. Among other things recommended in this report, the room should at least have adequate shelving, locking doors, and adequate environmental control including a heat pump and a dehumidifier if possible.

- **In the long-term, if BFPL chooses to expand and renovate the Library further, explore the possibility of creating dedicated storage and use spaces for the Historical Collection.**
- **Consider implementing a pest monitoring system in collections storage and use areas using sticky traps.** Accurate and consistent recordkeeping of findings provides a more reliable means of detecting pest problems (and determining their extent) as they arise. For information on pest monitoring techniques and trap selection and placement, see <https://museumpests.net>.
- **In the long term as time and resources allow, consider rehousing microfilm currently stored in plastic cases into archival quality boxes.** Reaffix the labels on microfilm boxes that are peeling off so that the information on labels is not dissociated from the microfilm.
- **If audiovisual media is retained in the HC, prioritize the reel-to-reel tape for digitization.** See [Section VI.B](#) for more information about digitization.
- **If audiovisual media is retained in the HC, reevaluate storage of AV items.** Rehouse AV media in archival-quality enclosures and appropriately-sized media boxes, as time and resources allow. See the audiovisual section of [Appendix C](#) for examples of media storage enclosures. Store audio and video tape and optical discs vertically on end.

#### *VI. Conservation, Reformatting, & Exhibition*

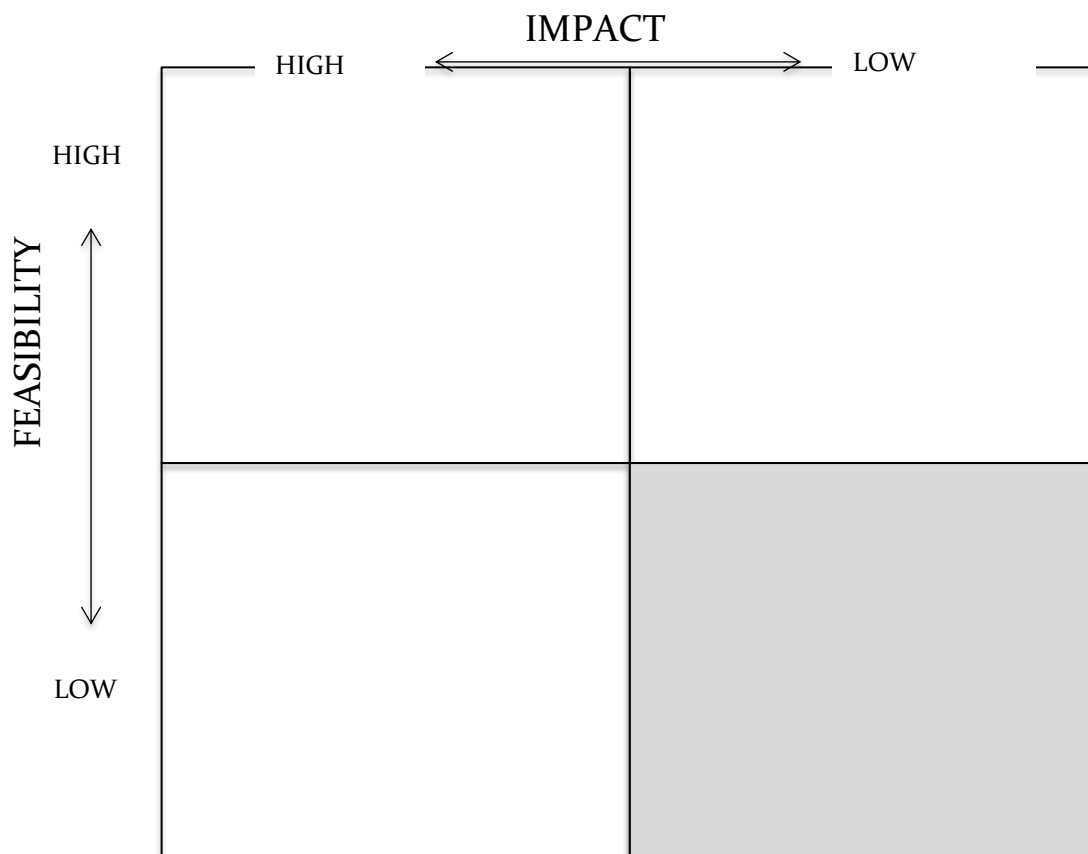
- **Should BFPL decide to exhibit items from the HC, follow best practices for exhibition of historical materials.** Such practices include, but are not limited to, displaying facsimiles of original materials when possible, limiting light exposure by rotating exhibit material (i.e. not having permanent displays), and using secure display cases with limited light exposure.

## B. Implementation Matrix

Understanding your implementation priorities will assist you in preparing your long-range preservation plan. To determine priorities, use the recommendations listed in this report to plot the impact and feasibility for each action against the matrix below, which is adapted from: Pamela W. Darling, *Preservation Planning Program: An Assisted Self-Study Manual for Libraries*, expanded 1987 ed., Washington, D.C.: ARL/OMS, 1987.

High impact actions that can be implemented with little difficulty are placed high in the chart, towards both IMPACT and FEASIBILITY. Items that are difficult to implement and have little impact go in the bottom right corner, distant from both IMPACT and FEASIBILITY.

Actions ranked high in both IMPACT and FEASIBILITY should be pursued immediately, since they can be easily accomplished and will have significant benefits. Those ranked low in the chart can often be postponed or even disregarded because they achieve little while requiring great effort. Many of those items ranked low for IMPACT, even those high on the FEASIBILITY aspect, can be eliminated because they accomplish little—though some may be pursued in order to gain momentum or because they are easy to complete. Items high in IMPACT but low in FEASIBILITY warrant implementation because of their benefits, but will require careful consideration.



## C. Resources and Vendors

Archival and preservation supplies may be mentioned throughout the report in order to provide guidance and to show examples of shelving, storage enclosures, pest management tools, and more. Most of these supplies are available from multiple vendors, and staff should select the one that best meets their needs in terms of cost, shipment method, etc. Examples of particular items are intended as illustrations, not recommendations of one supplier over another.

In addition, to assist in understanding and following best practices in archives and special collections, a number of publications, guides, and grant opportunities have been suggested and are listed here for ease of access.

### *Audiovisual and Other Media:*

- Image Permanence Institute's IPI Media Storage Quick Reference: <https://s3.cad.rit.edu/ipi-assets/publications/msqr.pdf>
- NEDCC's Fundamentals of Audiovisual Preservation textbook provides guidance on inventorying AV collections: Chapter 2, Section 1: Inventory: <https://www.nedcc.org/fundamentals-of-av-preservation-textbook/chapter-2-inventory-and-assessment/chapter-2-section-1>
- Preservation Self-Assessment Program Collection ID Guide for audiovisual media: <https://psap.library.illinois.edu/collection-id-guide#audiovisual>
- Preservation quality enclosures (examples)
  - Videocassette boxes from Hollinger Metal Edge: <https://www.hollingermetaledge.com/video-cassette-box/>
  - LP sleeves from Gaylord Archival: <https://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/Gaylord-Archival%26%23174%3B-4-mil-Archival-Polyester-LP-Record-Sleeves-%2810-Pack%29/p/HYB09496>

### *Conservation Resources:*

- American Institute of Conservation's online Find a Professional tool: <https://www.culturalheritage.org/about-conservation/find-a-conservator>
- NEDCC's Preservation Leaflet 7.2 Surface Cleaning of Paper: <https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.2-surface-cleaning-of-paper>
- NEDCC's Preservation Leaflet 7.7 Choosing and Working with a Conservator: <https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.7-choosing-and-working-with-a-conservator>

### *Custom Enclosures for Books, Scrapbooks, or Photo Albums:*

- CMI Micro-Climate™ boxes for high-priority damaged or fragile items: [www.archivalboxes.com](http://www.archivalboxes.com)
- Four-flap enclosures can be made in-house or purchased. Gaylord offers one example: <https://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/Gaylord-Archival%26%23174%3B-10-pt-Four-Flap-Enclosures-%285-Pack%29/p/HYB01704>

### *Digitization:*

- Federal Agencies Digital Guidelines Initiative (FADGI) Technical Guidelines for Digitizing Cultural Heritage Materials (2016): [https://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final\\_rev1.pdf](https://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final_rev1.pdf)



- NEDCC's Preservation Leaflet 6.6 Preservation and Selection for Digitization: <https://www.nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.6-preservation-and-selection-for-digitization>
- NEDCC's Preservation Leaflet 6.7 Outsourcing and Vendor Relations: <https://www.nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.7-outsourcing-and-vendor-relations>

*Disaster Planning:*

- American Institute for Conservation's Disaster Supplies Shopping List from the Field Guide to Emergency Response: <https://www.culturalheritage.org/docs/default-source/emergency-resources/disaster-supplies-shopping-list.pdf>
- Be-Ready Recovery Kit from Gaylord Archival: <https://www.gaylord.com/Response-Kits/Gaylord-Archival%26%23174%3B-Be-Ready-Recovery-Kit/p/BR111KT>
- California Preservation Program's Emergency Preparedness and Response resources: [https://calpreservation.org/information\\_resources/emergency-prep-and-response/](https://calpreservation.org/information_resources/emergency-prep-and-response/)
- Connecting to Collections Care's Salvage-at-a-Glance chart (Word download): <http://www.connectingtocollections.org/wp-content/uploads/2013/03/10-Salvage-at-a-Glance.doc>
- dPlan, online disaster plan template: <https://dplan.org/>
- Museum SOS Fire Safety Self-Inspection Form for Cultural Institutions: [https://museum-sos.org/docs/strat\\_assess\\_fire\\_checklist.pdf](https://museum-sos.org/docs/strat_assess_fire_checklist.pdf)
- National Park Service's Conserve O Gram 21/2: An Emergency Cart for Salvaging Water-Damaged Objects: <https://www.nps.gov/museum/publications/consveogram/21-02.pdf>
- NEDCC's Preservation Leaflet 3.1 Protection from Loss: Water and Fire Damage, Biological Agents, Theft, and Vandalism: <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.1-protection-from-loss-water-and-fire-damage,-biological-agents,-theft,-and-vandalism>
- NEDCC's Preservation Leaflet 3.3 Emergency Planning: <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.3-emergency-planning>
- NEDCC's Preservation Leaflet 3.4 Worksheet for Outlining an Emergency Response Plan: <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.4-worksheet-for-outlining-an-emergency-response-plan>
- NEDCC's Preservation Leaflet 3.8 Emergency Salvage of Moldy Books and Paper: <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.8-emergency-salvage-of-moldy-books-and-paper>
- Pocket Response Resource (PRR): <https://www.nedcc.org/free-resources/dplan-artsready>

*Environmental Controls:*

- Datalogger (example): Onset HOBO MX1101 Temp/RH datalogger <https://www.onsetcomp.com/products/data-loggers/mx1101>
- Hygro-thermometer (example): [Extech 445814 Stationary Hygro Thermometer Psychrometer](#)
- Image Permanence Institute, *IPI's Guide to Sustainable Preservation Practices for Managing Storage Environments* (2012): [https://s3.cad.rit.edu/ipi-assets/publications/sustainable\\_preservation\\_practices/sustainable\\_preservation\\_practices\\_all.pdf](https://s3.cad.rit.edu/ipi-assets/publications/sustainable_preservation_practices/sustainable_preservation_practices_all.pdf)
- Image Permanence Institute, *IPI's Methodology for Implementing Sustainable Energy-Saving Strategies in Collections Environments* (2017): [https://s3.cad.rit.edu/ipi-assets/publications/methodology\\_guidebook/methodology\\_guidebook\\_all.pdf](https://s3.cad.rit.edu/ipi-assets/publications/methodology_guidebook/methodology_guidebook_all.pdf)
- Image Permanence Institute's DewPoint Calculator: <http://www.dpcalc.org/>
- Image Permanence Institute's eClimate Notebook: <https://www.eclimatenotebook.com/>

- Image Permanence Institute’s Environmental Management Quick Reference: [https://s3.cad.rit.edu/ipi-assets/publications/hvac\\_reference.pdf](https://s3.cad.rit.edu/ipi-assets/publications/hvac_reference.pdf)
- Image Permanence Institute’s IPI Media Storage Quick Reference: <https://s3.cad.rit.edu/ipi-assets/publications/msqr.pdf>
- Image Permanence Institute’s The Role of Dew Point in Sustainable Environmental Management: [https://s3.cad.rit.edu/ipi-assets/publications/dew\\_point.pdf](https://s3.cad.rit.edu/ipi-assets/publications/dew_point.pdf)
- MBLC’s environmental monitoring program: <https://mblc.state.ma.us/programs-and-support/preservation/index.php>
- NEDCC’s Preservation Leaflet 2.1 Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.1-temperature,-relative-humidity,-light,-and-air-quality-basic-guidelines-for-preservation>
- NEDCC’s Preservation Leaflet 2.2 Monitoring Temperature and Relative Humidity: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.2-monitoring-temperature-and-relative-humidity>

*Exhibit:*

- National Park Service’s Conserv-o-Gram no. 18/1 Polyester Film Book Supports: <https://www.nps.gov/museum/publications/conservoogram/18-01.pdf>
- NEDCC’s Preservation Leaflet 2.5 Protecting Paper and Book Collections During Exhibition: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.5-protecting-paper-and-book-collections-during-exhibition>
- NEDCC’s Preservation Leaflet 4.10 Matting and Framing for Works on Paper and Photographs: <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.10-matting-and-framing-for-works-on-paper-and-photographs>

*Funding and Grants:*

- Community Preservation Act (CPA): <https://www.communitypreservation.org/adoption>
  - “Documents are Historic Resources, Too”: <https://www.communitypreservation.org/historic-documents>.
- Massachusetts State Historical Records Advisory Board NHPRC Re-granting program: <https://www.sec.state.ma.us/arc/arcshrab/grants-and-programs/shrab-regrants-program.htm>.
- National Endowment for the Humanities, Infrastructure and Capacity Building Challenge Grant: <https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants>
- National Endowment for the Humanities, Preservation Assistance Grants for Smaller Institutions: <https://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions>
- National Endowment for the Humanities, Sustaining Cultural Heritage Collections Grant: <https://www.neh.gov/grants/preservation/sustaining-cultural-heritage-collections>
- NEDCC’s Funding Opportunities webpage: <https://www.nedcc.org/free-resources/funding-opportunities/overview>
- NEDCC’s webinar “Creative Fundraising for Preservation,” available for free on-demand in the Preservation Training Videos playlist on NEDCC’s YouTube page: <https://www.youtube.com/playlist?app=desktop&list=PLSqxpHY476Jy1ffYgdE6JahUxhHvoK155>

*General Book and Document Supplies:*

- Book supplies (examples)
  - Book flags for rare book cataloging from Gaylord Archival: <https://www.gaylord.com/Preservation/Book-&-Pamphlet-Preservation/Repair-Tools-&->

[Supplies/Other-Tools-&Supplies/Gaylord-Archival&%23174%3B-Untabbed-Rare-Book-ID-Strips-\(100-Pack\)/p/HYB01387](https://www.gaylord.com/Preservation/Document-Preservation/Folders/Gaylord-Archival%26%23174%3B-Untabbed-Rare-Book-ID-Strips-(100-Pack)/p/HYB01387)

- Clarkson Foam Book Support System from Hollinger Metal Edge: <https://www.hollingermetaledge.com/foam-book-support-system/> and University Products: <https://www.universityproducts.com/book-support-system.html>.
- Homemade cradle using recycled Tyvek shipping envelopes and air pillows: <https://libraries.mit.edu/news/inexpensive-cradle/16788/>
- Non-knifing bookends from Demco: <https://www.demco.com/highsmith-reg-reinforced-steel-book-supports>
- Norfolk Book Sofa from University Products: <https://www.universityproducts.com/norfolk-book-sofa.html>
- Document supplies (examples)
  - Acid-free, lignin-free, buffered document folders from Gaylord Archival, item F9111 for letter-sized: <https://www.gaylord.com/Preservation/Document-Preservation/Folders/Gaylord-Archival%26%23174%3B-Classic-Full-1%22-Tab-Letter-Size-File-Folders-%28100-Pack%29/p/F9111>
  - Acid-free, lignin-free, and buffered interleaving paper from Hollinger Metal Edge: <https://www.hollingermetaledge.com/copy-of-buffered-and-unbuffered-acid-free-tissue-sheets/>
  - Document cases from University Products, item 735-2510 for letter-sized: <https://www.universityproducts.com/perma-dur-barrier-board-document-cases-blue-gray.html>
  - pH testing pens for older storage materials, like the Abbey pH Pen (item PH65) from Gaylord Archival: <https://www.gaylord.com/Preservation/Conservation-Tools-&Equipment/Measuring-Devices/Abbey-pH-Pen&%23153;/p/PH65>
  - Record storage boxes from University Products, item 735-5121: <https://www.universityproducts.com/metal-edge-record-storage-boxes.html>
  - Spacer boards to keep documents upright, like these from University Products, item 613-0821: <https://www.universityproducts.com/document-case-spacer-board.html>
- Newspaper supplies (examples)
  - Newspaper Storage Folders from University Products: <https://www.universityproducts.com/newspaper-storage-folders.html>
  - Perma/Dur Barrier Board Drop Front Boxes from University Products: <https://www.universityproducts.com/perma-dur-barrier-board-drop-front-boxes-tan.html>

#### *Lighting:*

- NEDCC's Preservation Leaflet 2.4 Protection from Light Damage: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.4-protection-from-light-damage>
- UV-Filtering supplies (examples)
  - UV Filter Film from University Products: <https://www.universityproducts.com/uv-filter-film.html>
  - UV Fluorescent Light Filters from University Products, item 413-T-10: <https://www.universityproducts.com/uv-fluorescent-light-filters.html>
  - UV Light Filter Sleeves for Fluorescent Bulbs (Roll) from Gaylord Archival: <https://www.gaylord.com/Environmental-Control/Light-Filters/UV-Light-Filter-Sleeves-for-Fluorescent-Bulbs-%28Roll%29/p/HYB00012>

#### *Microfilm*

- Microfilm boxes (example): [Gaylord Archival Microfilm Reel Boxes](#), part #A2221A

#### *Oversized and Rolled Storage*

- NEDCC's Preservation Leaflet 4.9 Storage Solutions for Oversized Paper Artifacts: <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.9-storage-solutions-for-oversized-paper-artifacts>
- Flat box (example): <https://www.universityproducts.com/perma-dur-barrier-board-drop-front-boxes-blue-gray.html>
- Rolled storage boxes: <https://www.universityproducts.com/archival-storage/archival-storage-boxes?specialty=16>

#### *Pamphlet Supplies (examples):*

- Acid-free, lignin-free, and buffered document preservation binders like these from University Products,: <https://www.universityproducts.com/perma-dur-document-preservation-binders.html>
- Acid-free, lignin-free, and buffered flip-top shelf files like these from Gaylord Archival, item EFCROC1: <https://www.gaylord.com/Preservation/Book-&-Pamphlet-Preservation/Pamphlet-Files/Gaylord-Archival&%23174;-Blue-E-flute-Flip-Top-Pamphlet-File/p/HYB02275?mpcCode=WW>
- Four-flap enclosures: <https://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/Gaylord-Archival%26%23174%3B-10-pt-Four-Flap-Enclosures-%285-Pack%29/p/HYB01704>

#### *Pest Management and Housekeeping:*

- Library of Congress' "The Impact of Hand Sanitizers on Collection Materials": <https://www.loc.gov/preservation/scientists/projects/sanitize.html>
- National Park Service's *11 Step Process to Developing and Implementing an IPM Strategy* <http://npshistory.com/publications/wildlife/integrated-pest-mgt-11-steps.pdf>
- National Park Service's Conserve O Gram 3/7 "Monitoring Insect Pests with Sticky Traps": <https://www.nps.gov/museum/publications/conserveogram/03-07.pdf>
- NEDCC's Preservation Leaflet 3.5 Disinfecting Books and Other Collections: <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>
- NEDCC's Preservation Leaflet 4.3 Cleaning Books and Shelves: <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.3-cleaning-books-and-shelves>
- Pest Management methods and ID: <http://museumpests.net/>
  - "Solutions for Vertebrate Pests": <https://museumpests.net/solutions/solutions-for-vertebrate-pests/>
- Pinnigar, David, and Peter Winsor. *Integrated Pest Management: A Guide for Museums, Libraries and Archives*. London: Museums, Libraries and Archives Council, 2004. [http://formacaompr.files.wordpress.com/2010/02/ipm\\_guide-pestes.pdf](http://formacaompr.files.wordpress.com/2010/02/ipm_guide-pestes.pdf)

#### *Photographs, Negatives, and Slides:*

- Information on the deterioration of photographic film bases can be found in NEDCC's Preservation Leaflet 5.1 A Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication: <https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.1-a-short-guide-to-film-base-photographic-materials-identification,-care,-and-duplication>
- National Film Preservation Foundation's *The Film Preservation Guide* (free online) for guidelines and templates to use when caring for films: <https://www.filmpreservation.org/dvds-and-books/the-film-preservation-guide-download>

- NEDCC's Preservation Leaflet 5.5 Storage Enclosures for Photographic Materials: <https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.5-storage-enclosures-for-photographic-materials>
- Preservation Self-Assessment Program Collection ID Guide for photo and image materials: [https://psap.library.illinois.edu/collection-id-guide#photo\\_image](https://psap.library.illinois.edu/collection-id-guide#photo_image)
- Glass negative resources and supplies (examples)
  - A brief resource for handling and storage tips, Caring for Glass Plate Negatives: <https://www.gaylord.com/resources/glass-plate-negative-storage>
  - Purpose-built storage containers with dividers
    - Hollinger Metal Edge: <https://www.hollingermetaledge.com/glass-plate-negative-storage-boxes/>
    - Talas: <https://www.talasonline.com/Heritage-Glass-Negative-Storage-Boxes>
    - Gaylord, item GNB45: <https://www.gaylord.com/Preservation/Photo%2C-Print-%26-Art-Preservation/Storage-Boxes/Gaylord-Archival%26%23174%3B-Tan-Barrier-Board-Glass-Negative-Storage-System/p/HYB02400>
  - Unbuffered four-flap negative enclosures from Gaylord Archival, item 4F45 for 4"x5" negatives: <https://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/Gaylord-Archival%26%23174%3B-70-lb-Text-Unbuffered-Four-Flap-Negative-Enclosures-%2850-Pack%29/p/HYB01676>
- Photographic print supplies (examples)
  - Unbuffered interleaving tissue from Hollinger Metal Edge, item PT811: <https://www.hollingermetaledge.com/photo-textile-interleaving-tissue/>
  - Drop-front photographic print boxes, horizontal storage from Gaylord Archival, item DFB10 for 8"x10" prints: <https://www.gaylord.com/Preservation/Photo%2C-Print-%26-Art-Preservation/Storage-Boxes/Gaylord-Archival%26%23174%3B-Black-Barrier-Board-Drop-Front-Deep-Lid-Print-Box/p/HYB02316>
  - Photographic print boxes, vertical storage from University Products, item 799-6412 for 4"x6" prints: <https://www.universityproducts.com/photo-card-box-with-removable-lid.html>
- Slide supplies (examples)
  - Slide sleeves, 35mm from Print File, item 050-0265: [https://www.printfile.com/product/2x2-20b\\_100/](https://www.printfile.com/product/2x2-20b_100/)
  - Slide storage boxes from University Products, item 79-1144MP: <https://www.universityproducts.com/slide-file-case.html>

*Policies, Practices, and Forms:*

- Accession and processing
  - *Describing Archives: A Content Standard (DACs)*: [http://files.archivists.org/pubs/DACS2E-2013\\_v0315.pdf](http://files.archivists.org/pubs/DACS2E-2013_v0315.pdf)
  - Greene, Mark and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *The American Archivist* 68, no. 2 (Fall/Winter 2005): 208-263. <http://www.archivists.org/prof-education/pre-readings/IMPLP/AA68.2.MeissnerGreene.pdf>
  - Library of Congress' "Accession Forms: Representative Samples": <https://www.loc.gov/rr/print/tp/Accession%20Form%20Samples.pdf>
  - National Archives' "Fastened Documents": <https://www.archives.gov/preservation/holdings-maintenance/fastened-docs.html>

- NEDCC's Preservation Leaflet 7.8 Removal of Damaging Fasteners from Historic Documents: <https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.8-removal-of-damaging-fasteners-from-historic-documents>
- Society of American Archivists' "A Guide to Deeds of Gift": <https://www2.archivists.org/publications/brochures/deeds-of-gift>
- Society of American Archivists' Deed of Gift with Language Addressing the Possibility of Deaccession: [https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning\\_2017.pdf](https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning_2017.pdf) – follow the link and see Appendix C for a template
- Society of American Archivists' Guidelines for Reappraisal and Deaccessioning: [https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning\\_2017.pdf](https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning_2017.pdf) - Additional sample policies are found under the heading 'Organizational Repositories' in Appendix E
- Massachusetts, MA Bill S.2402 dictates how materials without known provenance must be handled (including deaccessioning): <https://malegislature.gov/Bills/186/Senate/S2402>
- Access and handling guidelines
  - ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections: [https://www.ala.org/acrl/standards/security\\_theft](https://www.ala.org/acrl/standards/security_theft)
  - Example reproduction and publication guidelines, "Image Use Policy and Fees" from Forbes Library (MA): <http://forbeslibrary.org/info/policies/image-use-policy-and-fees/>
  - NEDCC's Preservation Leaflet 3.11 Collections Security: Planning and Prevention for Cultural Heritage Institutions: <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.11-collections-security-planning-and-prevention-for-cultural-heritage-institutions>
  - NEDCC's Preservation Leaflet 4.1 Storage Methods and Handling Practices: <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.1-storage-methods-and-handling-practices>
  - Society of American Archivists' "Typical Usage Guidelines in Archival Repositories": <https://www2.archivists.org/usingarchives/typicalusageguidelines>
  - Society of American Archivists' "Notes on Copyright, Restrictions, and Unprocessed Collections": <https://www2.archivists.org/usingarchives/notesoncopyright>
  - Videos on handling collections:
    - "Handling Harvard's Special Collections" <http://www.youtube.com/watch?v=UOv0SOQ8B68>
    - Handling Rare Materials (Folger Library) <http://www.youtube.com/watch?v=5NWYruNYILw>
- Collection development policy
  - Wisconsin Historical Records Advisory Board's "Creating a Collection Development Policy for Local Historical Records in Public Libraries,": <https://www.wisconsinhistory.org/pdfs/la/LIB-WHRAB-Records-Policy-Libraries-WAPL.pdf>
  - Society of American Archivists maintains a list of example collection development policies from a variety of institutions: [https://connect.archivists.org/search?s=%23collection\\_development\\_policy&executesearch=true](https://connect.archivists.org/search?s=%23collection_development_policy&executesearch=true)
- Exhibit policy

- NARA – Borrowing NARA Materials - Technical Guidelines (example document) - <http://www.archives.gov/exhibits/borrowing/technical-guidelines.html>
- Stanford University Exhibit Loan Policy (example document) - <http://library.stanford.edu/spc/exhibitspublications/exhibit-loan-policy>
- University of Washington Exhibits Guidelines (example document) - <http://www.lib.washington.edu/about/news/exhibits/guidelines>
- Mission Statement
  - (example document) Billerica Public Library’s Local History Room: <https://billericalibrary.org/the-library/policies/local-history-room>
  - ALA’s Reference and User Services Association “Guidelines for Establishing Local History Collections”: <https://www.ala.org/rusa/resources/guidelines/guidelinesestablishing>
- Preservation Policy
  - British Library’s *Building a Preservation Policy* (PDF download): <https://www.bl.uk/britishlibrary/~media/bl/global/conservation/pdf-guides/building-a-preservation-policy.pdf>.

*Preservation Education:*

- “About Archives” series from the Society of American Archivists: <https://www2.archivists.org/about-archives>
- Canadian Conservation Institute (CCI) Notes on collections care: <https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes.html>
- *Fundamentals of Audiovisual Preservation*, NEDCC’s free, online textbook <https://www.nedcc.org/av-textbook>
- National Park Service’s Conserve-O-Gram leaflets on museum collections care: [https://www.nps.gov/museum/publications/consveogram/cons\\_toc.html](https://www.nps.gov/museum/publications/consveogram/cons_toc.html)
- NEDCC’s training calendar: <https://www.nedcc.org/preservation-training/training-currentlist>
- *Preservation 101*, NEDCC’s free, online self-guided preservation course <https://www.nedcc.org/preservation101/welcome>

*Scrapbook Resources:*

- American Institute for Conservation’s Book and Paper Group wiki with resources on the care and digitization of scrapbooks: [https://www.conservation-wiki.com/wiki/BPG\\_Scrapbooks](https://www.conservation-wiki.com/wiki/BPG_Scrapbooks)
- Library of Congress’ “Preservation Basics: Preservation of Scrapbooks and Albums”: <https://www.loc.gov/preservation/care/scrapbk.html>

*Staffing and Budget:*

- Bastian, Jeannette A. and Donna Webber. *Archival Internships: A Guide for Faculty, Supervisors, and Students*. Chicago: Society of American Archivists, 2008. <https://mysaa.archivists.org/productdetails?id=a1B0b00000e11A2EAI>
- *Collective Equity!: A Handbook for Designing and Evaluating Grant-Funded Positions* (2020), <https://doi.org/10.26207/6p4a-md61>
- Data about preservation expenditures in collection institutions across the country is captured in *A Public Trust at Risk: The Heritage Health Index Report on the State of American’s Collections*: [https://www.ims.gov/sites/default/files/publications/documents/hhifull\\_0.pdf](https://www.ims.gov/sites/default/files/publications/documents/hhifull_0.pdf)

- Society of American Archivists' "Best Practices for Internships as a Component of Graduate Archival Education": <https://www2.archivists.org/standards/best-practices-for-internships-as-a-component-of-graduate-archival-education>
- Society of American Archivists' "Best Practices for Volunteers in Archives": [https://www2.archivists.org/sites/all/files/Best%20Practices%20for%20Volunteers%20in%20Archives\\_SA\\_A\\_RevisedNov2018.pdf](https://www2.archivists.org/sites/all/files/Best%20Practices%20for%20Volunteers%20in%20Archives_SA_A_RevisedNov2018.pdf)
- Society of American Archivists' Museum Archives Section example archivist job descriptions: <https://www2.archivists.org/groups/museum-archives-section/1-archival-program-administration>
- Total Cost of Stewardship: Responsible Collection Building in Archives and Special Collections from OCLC: [https://www.oclc.org/research/publications/2021/oclcresearch-total-cost-of-stewardship.html?utm\\_campaign=total-cost-of-stewardship&utm\\_medium=listserv&utm\\_source=industry-listservs&utm\\_content=stewardship-report-rfp-lists](https://www.oclc.org/research/publications/2021/oclcresearch-total-cost-of-stewardship.html?utm_campaign=total-cost-of-stewardship&utm_medium=listserv&utm_source=industry-listservs&utm_content=stewardship-report-rfp-lists) - Free to download. Includes Quick Cost Estimator and Operational Impact Estimator.

#### *Storage Furniture and Equipment (examples):*

- Flat file storage from Gaylord Archival: <https://www.gaylord.com/c/Flat-Files-1>
- High-density storage from Safco: <https://www.safcoproducts.com/product/high-density-storage>
- Lining (for shelves, drawers, exhibit cases, and other uses)
  - MarvelSeal 360, a chemically inert metallic laminate, as supplied by Talas: <https://www.talasonline.com/Marvel-Seal>
  - Lining alternative: buffered box board such as this from Gaylord: <https://www.gaylord.com/Preservation/Conservation-Supplies/Boards-%26-Paper/Gaylord-Archival%26%23174%3B-60-pt-Blue-Grey-Barrier-Board-Sheets-%2825-Pack%29/p/HYB00951>
- Powder-coated steel shelving from Brodart: <http://www.shopbrodart.com/Library-School-Furniture/Shelving-and-Bookcases/All-Steel-Shelving/?s=MToxNjowOjo6MjAwLjAxOjUwMDo6MDo%3d>
- Steel shelving and racks from Gaylord Archival: <https://www.gaylord.com/c/Shelving-and-Racks?q=%3anewest%3aShelving-Material%3aSteel&text=&viewMode=List&pageSize=20>

#### *Storage Resources:*

- International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM) project "Re-Org" workbook: [https://www.iccrom.org/sites/default/files/2018-04/en\\_i\\_workbook\\_jan2018\\_-\\_a4.pdf](https://www.iccrom.org/sites/default/files/2018-04/en_i_workbook_jan2018_-_a4.pdf)
- MBLC's *Library Space: A Planning Resource for Librarians*: <https://mblc.state.ma.us/programs-and-support/construction/libraryspace.php>
- NEDCC's Preservation Leaflet 4.2 Storage Furniture: A Brief Review of Current Options: <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.2-storage-furniture-a-brief-review-of-current-options>
- NEDCC's Preservation Leaflet 4.4 Storage Enclosures for Books and Artifacts on Paper: <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.4-storage-enclosures-for-books-and-artifacts-on-paper>
- Pacifico, Michele F. and Thomas P. Wilstead. *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*. Chicago: Society of American Archivists, 2009. <https://mysaa.archivists.org/productdetails?id=a1B0b00000e1A5EAI>



- Preservation Self-Assessment Program (PSAP) Collection ID Guides for audiovisual media, paper and book, photo and image materials, and objects: <https://psap.library.illinois.edu/collection-id-guide>
- Storage Techniques for Art, Science, and History (STASH) <http://stashc.com/>
- Syracuse University's *Storage of Architectural Materials at the Syracuse University Library*: <https://surface.syr.edu/cgi/viewcontent.cgi?article=1002&context=sul>
- Wilstead, Thomas P. *Planning New and Remodeled Archival Facilities*. Chicago: Society of American Archivists, 2007. <https://mysaa.archivists.org/productdetails?id=a1B0b00000gJe1iEAC>

## D. Sample Preservation Plan

September 1, 2020-August 31, 2025

Year	Activity	Strategies & Steps	Measures of Progress	Target Date
1	Policy Development	<ol style="list-style-type: none"> <li>1. Develop mission statement.</li> <li>2. Start keeping use statistics do determine core use collections</li> </ol>	<ol style="list-style-type: none"> <li>1. Mission statement written</li> <li>2. Form completed, new procedures instituted</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> </ol>
1	Develop an infrastructure for preservation	<ol style="list-style-type: none"> <li>1. Assign responsibility &amp; allocate staff time for preservation activities</li> <li>2. Add budget line item for preservation</li> </ol>	<ol style="list-style-type: none"> <li>1. Responsibilities assigned, job descriptions amended if necessary</li> <li>2. Line item approved</li> </ol>	<ol style="list-style-type: none"> <li>1. Nov.</li> <li>2. June</li> </ol>
1	Improve relative humidity in storage areas	<ol style="list-style-type: none"> <li>1. Set up a schedule to check and empty portable dehumidifiers at regular intervals</li> <li>2. Obtain portable fans to help air circulation</li> </ol>	<ol style="list-style-type: none"> <li>1. Schedule created</li> <li>2. Fans purchased</li> </ol>	<ol style="list-style-type: none"> <li>1. Oct.</li> <li>2. Dec.</li> </ol>
1	Improve light levels	<ol style="list-style-type: none"> <li>1. Install UV filtering sleeves on all fluorescent lamps</li> <li>2. Inform Facilities of the filters so they are not accidentally thrown away when lights are changed</li> <li>3. Box all materials in storage area exposed to sunlight</li> </ol>	<ol style="list-style-type: none"> <li>1. Work completed, noted in maintenance log</li> <li>2. Memo written and distributed to Facilities.</li> <li>3. Boxing completed</li> </ol>	<ol style="list-style-type: none"> <li>1. Dec.</li> <li>2. Dec.</li> <li>3. June</li> </ol>
1	Improve protection from water hazards	<ol style="list-style-type: none"> <li>1. Set up a monitoring schedule for the foyer to watch for new or recurring leaks.</li> <li>2. Obtain leak diverters to intercept overhead leaks until the cause of the leak has been repaired.</li> <li>3. Relocate materials in the foyer to safer storage</li> </ol>	<ol style="list-style-type: none"> <li>1. Schedule and log set up.</li> <li>2. Leak diverters purchased and in place.</li> <li>3. Location identified and materials moved.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dec.</li> <li>2. March</li> <li>3. June</li> </ol>
1	Fire protection	<ol style="list-style-type: none"> <li>1. Include check on all small appliances in kitchen and staff offices into closing procedures to ensure they are unplugged at night.</li> <li>2. Initiate regular testing, inspection, and maintenance of fire detection and suppression systems.</li> <li>3. Include fire detection/suppression system</li> </ol>	<ol style="list-style-type: none"> <li>1. Check integrated into closing procedures.</li> <li>2. Activities scheduled and completed with appropriate vendors.</li> <li>3. Maintenance written in to overall schedule</li> </ol>	<ol style="list-style-type: none"> <li>1. Nov.</li> <li>2. Jan.</li> <li>3. June</li> </ol>

		maintenance in building maintenance schedule.		
1	Disaster preparedness	<ol style="list-style-type: none"> <li>1. Assemble response kit for water emergencies</li> <li>2. Conduct risk assessment</li> <li>3. Begin disaster plan by completing a call tree and panic sheet of important individuals and services for disasters as identified by risk assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. Kit assembled</li> <li>2. Risk assessment completed.</li> <li>3. Call lists complete</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. July</li> </ol>
1	Begin pest monitoring	<ol style="list-style-type: none"> <li>1. Install sticky traps in the storage areas</li> </ol>	<ol style="list-style-type: none"> <li>1. Traps installed</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> </ol>
1	Improve security	<ol style="list-style-type: none"> <li>1. Discontinue allowing the public in the Archives storage area.</li> <li>2. Keep door between general collections and the Archives processing area closed.</li> <li>3. Compile a list of staff with keys and codes and maintain a log for all subsequent changes.</li> </ol>	<ol style="list-style-type: none"> <li>1. All staff know and comply with new policy.</li> <li>2. All staff know and comply with new policy.</li> <li>3. List and log completed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dec.</li> <li>2. Dec.</li> <li>3. March</li> </ol>
1	Improve storage and handling	<ol style="list-style-type: none"> <li>1. Remove cans of spray paint (and other such products) from the Archives storage closet.</li> <li>2. Turn all books stored on their fore-edges to their spine.</li> </ol>	<ol style="list-style-type: none"> <li>1. Materials gone.</li> <li>2. All books rotated.</li> </ol>	<ol style="list-style-type: none"> <li>1. Oct.</li> <li>2. March</li> </ol>
1	Continuing efforts	<ol style="list-style-type: none"> <li>1. Quarterly air filter change</li> <li>2. Annual inspection of building &amp; systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Change completed</li> <li>2. Report</li> </ol>	<ol style="list-style-type: none"> <li>1. March, June, Sept.</li> <li>2. May</li> </ol>
2	Policy development	<ol style="list-style-type: none"> <li>1. Develop written collection development policy</li> </ol>	<ol style="list-style-type: none"> <li>1. Document completed, shared with staff</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> </ol>
2	Pursue grant funding for preservation	<ol style="list-style-type: none"> <li>1. Identify specific projects</li> <li>2. Identify potential funding agencies</li> <li>3. Select grant to pursue and begin information gathering.</li> </ol>	<ol style="list-style-type: none"> <li>1. List of potential projects</li> <li>2. List of funding agencies</li> <li>3. Grant narrative begun (if pursuing a larger grant)</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb.</li> <li>2. March</li> <li>3. Aug.</li> </ol>
2	Improve control of temperature & RH	<ol style="list-style-type: none"> <li>1. Purchase environmental monitoring equipment</li> <li>2. Train two staff members to use equipment</li> <li>3. Begin environmental monitoring of the vault</li> </ol>	<ol style="list-style-type: none"> <li>1. Purchase order cut</li> <li>2. Equipment installed, staff know how to use</li> <li>3. Monthly reports</li> </ol>	<ol style="list-style-type: none"> <li>1. Sept.</li> <li>2. Nov.</li> <li>3. Dec.</li> </ol>
2	Lower risk of water damage	<ol style="list-style-type: none"> <li>1. Purchase pallets to raised boxed materials off of the floor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Pallets and boxes in place.</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> </ol>

2	Disaster Planning	<ol style="list-style-type: none"> <li>Schedule fire extinguisher training for all staff.</li> <li>Complete full disaster plan</li> </ol>	<ol style="list-style-type: none"> <li>Training completed.</li> <li>Plan written</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>June</li> </ol>
2	Improve housekeeping	<ol style="list-style-type: none"> <li>Schedule regular housekeeping in all collections storage rooms.</li> </ol>	<ol style="list-style-type: none"> <li>Cleaning scheduled</li> </ol>	<ol style="list-style-type: none"> <li>Oct.</li> </ol>
2	Improve security	<ol style="list-style-type: none"> <li>Register high-value items with the Art Loss Register™</li> <li>Prepare call slips to use in requesting materials from the Archives</li> <li>Purchase lockers for patrons to keep bags and other personal belongings in while using the reading room.</li> </ol>	<ol style="list-style-type: none"> <li>Items registered</li> <li>Call slips designed and printed.</li> <li>Purchase order cut</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>June</li> <li>Aug.</li> </ol>
2	Improve handling	<ol style="list-style-type: none"> <li>Prepare written handling guidelines for staff and researchers.</li> <li>Purchase bookends and tidy up books on shelves.</li> </ol>	<ol style="list-style-type: none"> <li>Guidelines completed, shared with staff</li> <li>Bookends purchased, books tidy.</li> </ol>	<ol style="list-style-type: none"> <li>Oct.</li> <li>July</li> </ol>
2	Improve storage	<ol style="list-style-type: none"> <li>Explore options for adding more shelving</li> <li>Purchase storage bins for framed materials.</li> <li>Add or adjust shelves to allow for flat shelving of oversized materials.</li> </ol>	<ol style="list-style-type: none"> <li>Vendors contacted, literature &amp; estimates collected</li> <li>Purchase order cut</li> <li>Shelving adjusted and books moved.</li> </ol>	<ol style="list-style-type: none"> <li>April</li> <li>Aug.</li> <li>Aug.</li> </ol>
2	Improve storage of collections	<ol style="list-style-type: none"> <li>Survey scrapbooks to identify damaged items for boxing</li> <li>Survey existing folders and boxes and test with a pH-testing pen.</li> <li>Purchase spacer boards for partially-full boxes</li> </ol>	<ol style="list-style-type: none"> <li>Prepare list</li> <li>Quality of materials determined and recorded.</li> <li>Purchase order cut</li> </ol>	<ol style="list-style-type: none"> <li>Jan.</li> <li>July</li> <li>July</li> </ol>
2	Continuing efforts	<ol style="list-style-type: none"> <li>Change sticky traps</li> <li>Update disaster plan emergency contact info. for staff &amp; vendors, as needed</li> <li>Quarterly air filter change</li> <li>Annual inspection of building &amp; systems</li> </ol>	<ol style="list-style-type: none"> <li>Change completed</li> <li>Updates completed</li> <li>Change completed</li> <li>Inspection completed</li> </ol>	<ol style="list-style-type: none"> <li>Oct., April</li> <li>Feb.</li> <li>March, June, Sept.</li> <li>May</li> </ol>
3	Staffing	<ol style="list-style-type: none"> <li>Re-open part-time Collections Assistant position if possible.</li> </ol>	<ol style="list-style-type: none"> <li>Review/rewrite of position description complete.</li> </ol>	<ol style="list-style-type: none"> <li>Dec.</li> <li>Jan. – April</li> </ol>

			2. Job announcement posted and interviews conducted. 3. Staff hired and begun work.	3. July
3	Complete grant for preservation	1. Complete grant narrative for preservation project	1. Grant submitted	1. March (or whatever month the grant deadline falls)
3	Improve control of temperature & RH	1. Analyze 12 months' worth of monitoring data to identify extent of seasonal spikes 2. Work with Facilities to research new storage and year-round climate control for the Archives.	1. Report on data written 2. Vendors researched and system selected.	1. Jan. 2. Feb.
3	Disaster Planning	1. Train staff involved in disaster response and recovery techniques	1. Staff trained	1. Aug.
3	Improve storage of collections	1. Place scrapbooks from survey in year 2 in custom phase boxes. 2. Purchase additional flat file unit(s) 3. Begin purchasing replacement folders and boxes for those materials identified in survey in year 2. 4. Rehouse collections	1. Boxes purchased 2. Purchase order cut 3. Purchase order cut 4. Rehousing complete for ordered supplied	1. Dec. 2. April 3. June 4. Aug.
3	Reformatting	1. Create preservation photocopies of newspaper clippings.	1. Copying complete	1. Aug.
3	Continuing efforts	1. Change sticky traps 2. Update disaster plan emergency contact info. for staff & vendors, as needed 3. Quarterly air filter change  4. Annual inspection of building & system 5. Environmental monitoring	1. Change completed 2. Updates completed 3. Change completed 4. Inspection completed 5. Monthly reports	1. Oct., April 2. Feb. 3. March, June, Sept. 4. May 5. Monthly
4	Improve control of temperature & RH	1. Write grant for new storage with climate control system	1. Grant written using information gathered in year 3 and submitted	1. Dec.

4	Lower risk of water damage	1. Relocate restroom	1. Site selected for new restroom 2. Construction of new restroom complete. 3. Old restroom removed and water pipes capped.	1. Dec. 2. May 3. June
4	Improve storage of collections	1. Continue purchasing replacement binders, sleeves, folders, and boxes 2. Rehouse collections	1. Purchase order cut 2. Rehousing completed	1. Sept. 2. Aug.
4	Reformatting	1. Prioritize audiovisual materials for reformatting. 2. Create a pilot project to test vendors and reformatting criteria.	1. List complete 2. Samples sent and vendor and criteria selected.	1. Jan. 2. Aug.
4	Continuing efforts	1. Change sticky traps 2. Update disaster plan emergency contact info. for staff & vendors, as needed 3. Quarterly air filter change  4. Annual inspection of building & systems 5. Environmental monitoring	1. Change completed 2. Updates completed  3. Change completed  4. Inspection completed 5. Monthly reports	1. Oct., April 2. Feb.  3. March, June, Sept. 4. May 5. Monthly
5	Disaster preparedness	1. Thorough review of disaster plan  2. Replenish emergency response supplies that are missing, worn out, or used up	1. Review completed & updates made as needed 2. Kit up-to-date	1. Feb. 2. March
5	Reformatting	1. Begin reformatting audiovisual materials.	1. Materials sent out.	1. Dec.
5	Continuing efforts	1. Change sticky traps 2. Update disaster plan emergency contact info. for staff & vendors, as needed 3. Quarterly air filter change  4. Annual inspection of building & systems 5. Environmental monitoring	1. Change completed 2. Updates completed  3. Change completed  4. Inspection completed 5. Monthly reports	1. Oct., April 2. Feb.  3. March, June, Sept. 4. May 5. Monthly
5	Planning	1. New five-year plan	1. Plan approved	1. August

## Endnotes

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- 1 Commission on Preservation and Access. 1993. *The preservation of archival materials. Report of the task forces on archival selection to the Commission on Preservation and Access*. Washington, D.C.: Commission on Preservation and Access. <http://www.clir.org/pubs/reports/arcrept>
- 2 Rochester Institute of Technology. 2012. *IPI's guide to sustainable preservation practices for managing storage environments*. Rochester, N.Y.: Image Permanence Institute, Rochester Institute of Technology. <https://www.imagepermanenceinstitute.org/store/publications/sustainable-preservation-practices-guidebook>
- 3 Foot, Mirjam. 2001. *Building a preservation policy*. Rev. ed. London: Preservation Advisory Centre, British Library. [http://www.bl.uk/aboutus/stratpolprog/collectioncare/publications/booklets/building\\_a\\_preservation\\_policy.pdf](http://www.bl.uk/aboutus/stratpolprog/collectioncare/publications/booklets/building_a_preservation_policy.pdf)
- 4 University of Illinois at Urbana-Champaign. 2014. "Preservation Self-Assessment Program format ID guide." <https://psap.library.illinois.edu/format-id-guide>
- <sup>5</sup> See the National Park Service's example of a flipchart for emergency response at <http://www.nps.gov/museum/publications/conserveogram/21-11.pdf>.
- 6 Zachary, Shannon. 1997. "Managing a stacks cleaning project". *Archival Products News* 5 (1), [www.archival.com/newsletters/apnewsvol5no1.pdf](http://www.archival.com/newsletters/apnewsvol5no1.pdf); and NEDCC. 2012. "Preservation Leaflet 4.3: Cleaning Books and Shelves." Andover, Mass: NEDCC. [https://www.nedcc.org/assets/media/documents/Preservation%20Leaflets/4\\_3\\_CleanBksShelves.pdf](https://www.nedcc.org/assets/media/documents/Preservation%20Leaflets/4_3_CleanBksShelves.pdf)
- 7 NEDCC. 1999. "Preservation Leaflet 3.10: Integrated Pest Management." Andover, Mass: NEDCC. <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.10-integrated-pest-management>; and Integrated Pest Management Working Group. "MuseumPests.net" [www.museumpests.net](http://www.museumpests.net)
- 8 Association for Library Collections and Technical Services. 2015. *Managing microforms in the digital age*. Chicago, IL: Association for Library Collections & Technical Services, American Library Association. <http://www.ala.org/alcts/resources/collect/serials/microforms>
- 9 NEDCC. 2018. "Preservation Leaflet 7.7: Choosing and working with a conservator." [https://www.nedcc.org/assets/media/documents/Preservation%20Leaflets/7\\_7\\_chooseconservator\\_2018.pdf](https://www.nedcc.org/assets/media/documents/Preservation%20Leaflets/7_7_chooseconservator_2018.pdf)
- 10 NEDCC. 1999. "Preservation Leaflet 2.5: Protecting Paper and Book Collections during Exhibition." <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.5-protecting-paper-and-book-collections-during-exhibition>
- 11 NEDCC. 1999. "Preservation Leaflet 4.10: Matting and Framing for Art and Artifacts on Paper." <https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.10-matting-and-framing-for-art-and-artifacts-on-paper>