



JULAC

香港特別行政區大學圖書館長聯席會
Joint University Librarians Advisory Committee

Conservation & Preservation Committee

Collaborative Change: Better Together

JULAC Libraries Forum 24 April 2015

COLLABORATING ON EMERGENCY PREPAREDNESS

JULAC Conservation & Preservation Committee

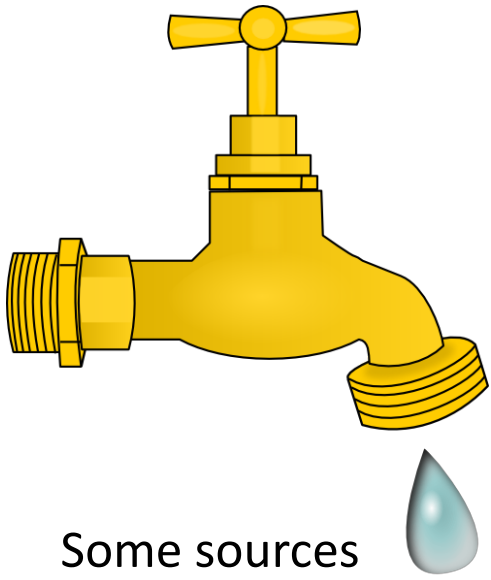
Survey

Preservation needs for
each institution

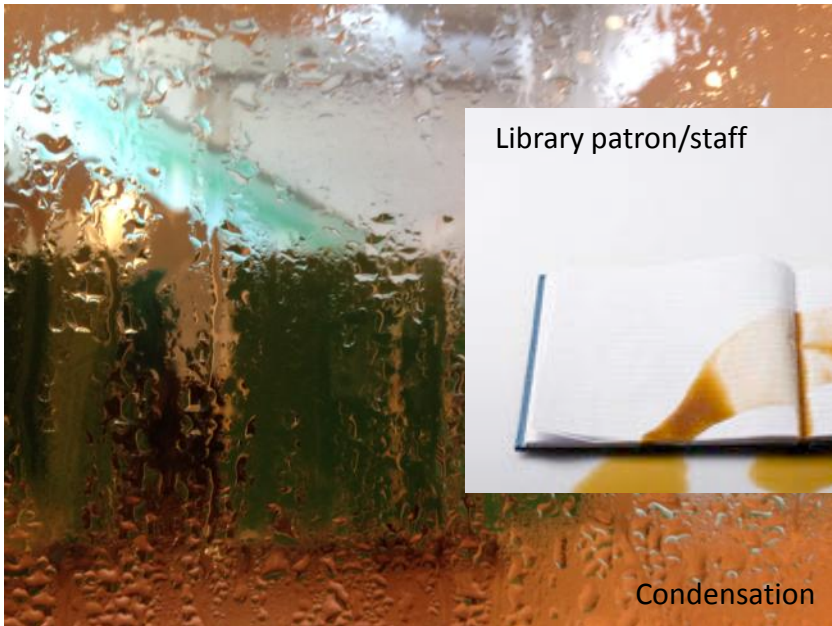
Identify

Common goals



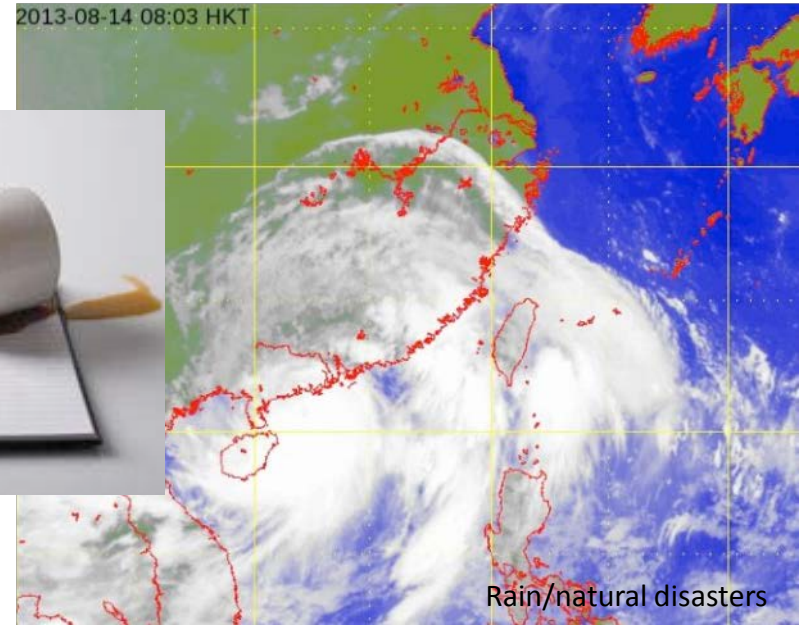


Some sources
of [water] damage



Library patron/staff

Condensation





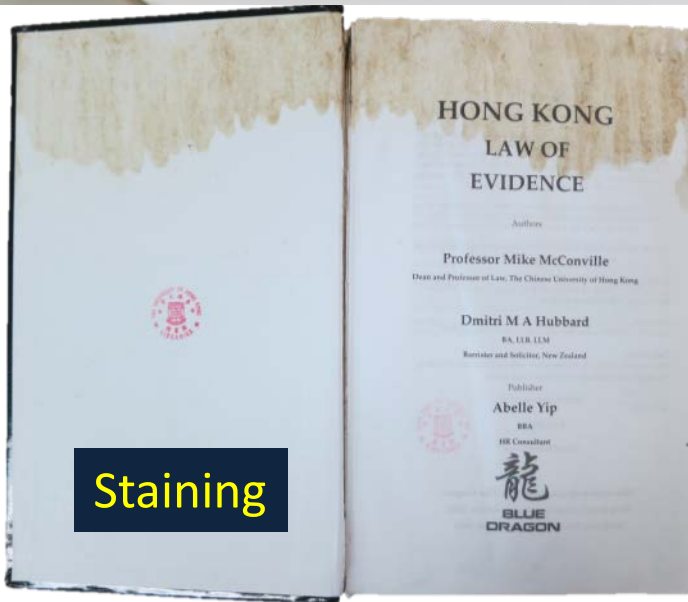
Loss of Collections



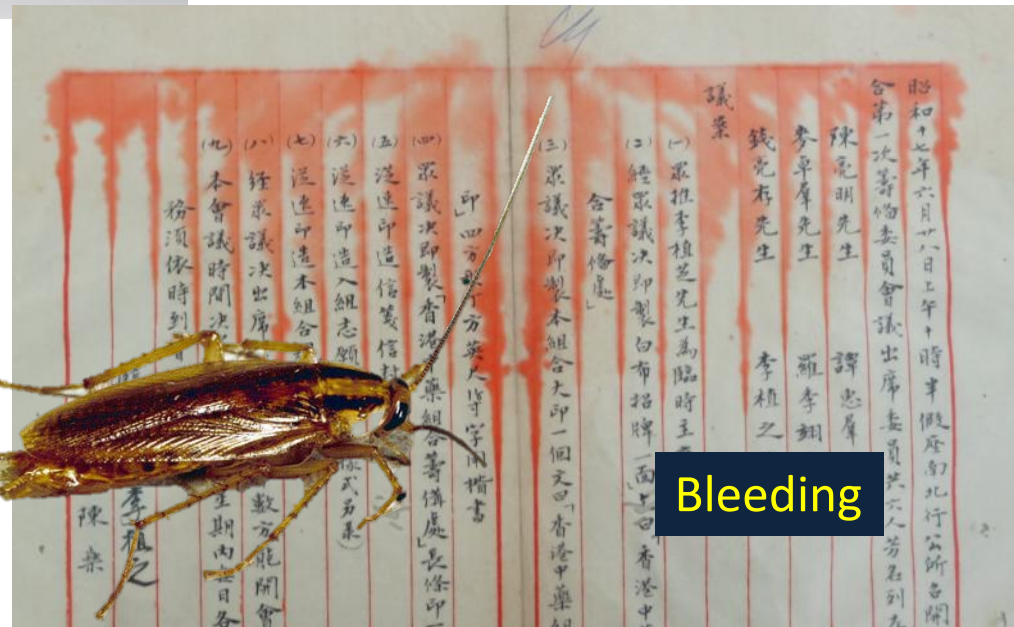
Distortion/cockling



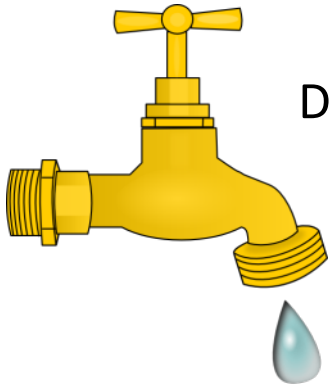
Mold



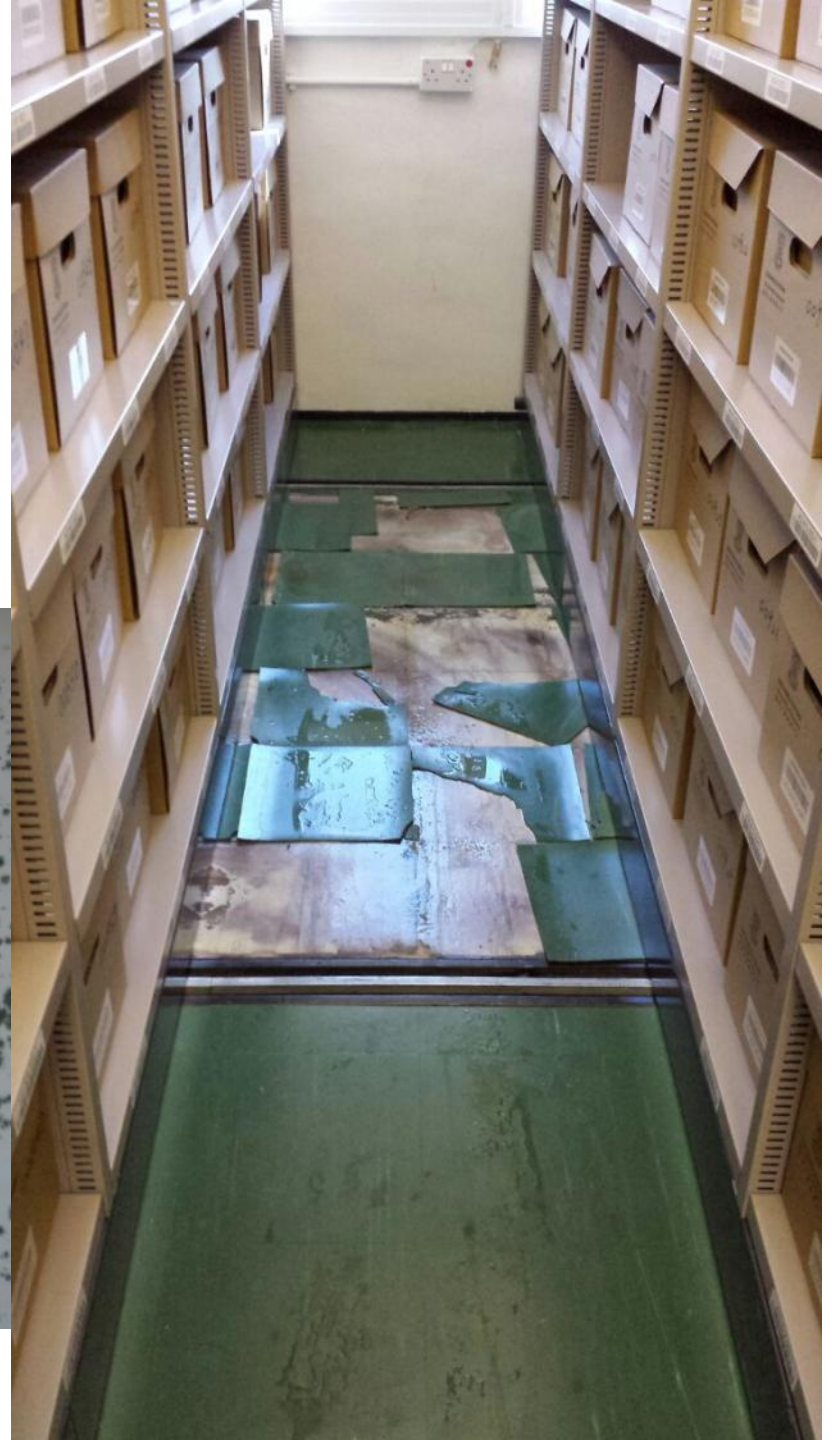
Staining



Bleeding



Damage to Facilities



PRESERVATION FAST FACTS

- More than 4.8 billion artifacts are held in public trust by more than 30,000 archives, historical societies, libraries, museums, scientific research collections, and archaeological repositories in the United States. **1.3 billion** of these items are at risk of being lost.
- Roughly **70 percent** of institutions need additional conservation/preservation training for staff and volunteers.
- A majority of collecting institutions, more than **80 percent**, do not have a disaster plan in place that can be executed by trained staff.
- Nearly a **quarter** of all the 21 million paintings, sculptures, and works of decorative art in U.S. collections need conservation treatment or improved care and conditions.
- More than **50 percent** of collecting institutions have had their collections damaged by light.
- More than **65 percent** of collecting institutions report damage to their collections due to improper storage.

Source: "A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections," Library of Congress, www.loc.gov/preserv/tops/laise/index.html

Five Ways we collaborate:

- 1) **SHARED** experiences
- 2) **SUPPLY** lists
- 3) **DRAFT** plans
- 4) **WORKSHOPS**
- 5) **DISTRIBUTED** content



1) SHARED experiences



This incident happened in June 2012. After a heavy rain, water from the G/F Garden partially drained down to LG1 MR office through some 'gaps' in the building.

2) SUPPLY lists

DOCUMENT STORAGE

Envelopes, Sleeves & Sheet Protectors



L-Sleeve Design Makes Inserting Documents Easier

★ BEST SELLER
GAYLORD® L-Sleeves—
Melinex® Polyester NEW

- L-sleeve design makes it easy to insert, center and remove papers
- Available in 3 or 4 mil

Electrostatic charge keeps contents in place. Melinex polyester is stable, inert, and will not adhere to the surface of photographs. For time-saving encapsulation projects, seal the open sides with our double-sided tape.

No.	Fits up to	Lbs.	Price per Pkg. of 10		
			1	5	20+
3mil Melinex					
NB-ESM210L	2 1/2 x 17 1/4" (25mm)	0.2	\$11.79	\$11.29	\$8.75
NB-ESM310L	3 1/4 x 17 1/4" (100/220mm)	0.1	12.05	11.55	10.95
NB-ESM63L	3 3/4 x 6 1/2"	0.2	11.19	10.99	10.30
NB-ESM74L	4 1/4 x 7 1/2"	0.2	11.30	11.15	
NB-ESM84L	4 1/4 x 9 1/2"	0.6	13.29	12.95	
NB-ESM810L	8 x 10"	0.4	15.85	14.69	
NB-ESM811L	8 1/4 x 11 1/2"	0.2	17.19	15.79	
NB-ESM814L	8 1/4 x 14 1/2"	0.7	17.29	15.89	
NB-ESM912L	9 x 12"	0.5	18.05	16.55	
NB-ESM914L	9 1/2 x 14 1/2"	0.6	18.29	16.89	
NB-ESM117L	11 x 17"	1.0	20.60	19.65	
NB-ESM114L	11 1/2 x 14 1/2"	0.9	19.50	18.05	
NB-ESM116L	11 1/2 x 16 1/2"	0.7	21.85	20.25	
NB-ESM1620L	16 1/4 x 20 1/2"	1.3	33.15	32.29	
4mil Melinex					
NB-ESM1624L	16 x 24"	1.9	43.30	42.30	
NB-ESM2018L	18 1/2 x 20"	2.2	44.50	43.20	
NB-ESM2024L	20 x 24"	2.1	44.50	43.20	
NB-ESM2430L	24 x 30"	3.2	62.55	60.75	
NB-ESM3036L	29 1/2 x 35 1/2"	4.3	63.15	60.85	
NB-ESM3321L	21 1/2 x 33"	3.2	86.45	84.10	
NB-ESM2527L	25 x 27"	6.3	79.25	76.50	
NB-ESM2829L	28 x 29"	3.4	75.85	73.15	
NB-ESM3248L	31 1/2 x 47 1/2"	6.4	113.00	109.00	

NEW! Bulk Package Special NEW Edge Seal

L-Sleeves — 3mil Melinex® Polyester

- A great price and no extra packaging
- Our best selling 3mil Melinex L-sleeves are now available in packages of 100.

No.	Size	Lbs.	Price per Pkg. of 100	
			1	5
NB-48010L100	8 1/4 x 10 1/2"	4.0	\$61.55	\$60.20
NB-48011L100	9 1/2 x 11 1/2"	5.5	84.80	81.40
NB-48014L100	9 1/2 x 14 1/2"	6.5	95.30	91.49



Intermittent Seal

Provides safe and easy insertion, centering, and removal of fragile documents and photos. Special UV inhibitor impregnated film absorbs 97-98% UV radiation from sunlight, fluorescent lighting, etc.

No.	Fits up to	Lbs.	Price per Package of 10	
			1	5
NB-M108	8 x 10"	0.4	\$46.30	\$37.79
NB-M119	8 1/2 x 11"	0.4	42.55	39.59
NB-M149	8 1/2 x 14"	0.4	48.29	44.55
NB-M216	16 x 20"	1.4	95.25	89.29

GAYLORD® L-Sleeves—
2mil Polyester—
with UV Protection

- Sealed on one long and one short side
- Promotes clear viewing of valuable artifacts during exhibits
- Will not damage, discolor or adhere to contents
- Available with intermittent seal or edge seal

DID YOU KNOW

Polyester, polypropylene and polyethylene are the three types of plastic that are suitable for storage of paper objects. They should be uncoated and free of additives.

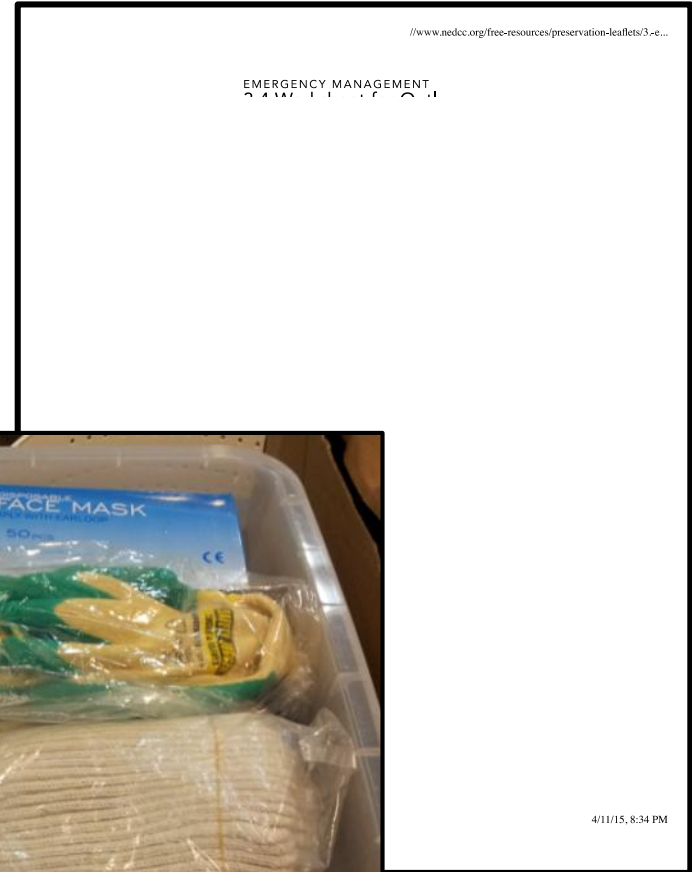
Uncoated polyester, sold under the brand Melinex, is recommended because it is very stable. It is available in thicknesses of 3mil to 5mil.

Polypropylene is more economical than polyester and is also more flexible. In a heavier weight it is suitable for envelopes.

Polyethylene is highly flexible and not as clear. It is used for envelopes and bags.



3) DRAFT plans



Template NEDCC

Staff Working Manual - Conservation & Preservation (Circulation)

Emergency Supplies Kit

Items	Qty	Remarks
Polyethylene Sheeting	1 sheet	10' x 25' 4 mil
Duct Tape	2 rolls	@54m x sheeting
Alpha Tape	2 rolls	
Paper Towels	2 bags	for partial drying
Heavy-Duty Extension Cable	1 roll	50 metre
Wax Paper	2	@23m x packing
Cutters	2	
Scissors	2	
Pens, Pads, Pencils	one lot	
Flashlight	1	
D size batteries	4 pcs	exp: 201 (3 pcs w 16/5/201
Hard Hat	3	exp: Sep
Safety Goggles	2	
Safety Gloves	4 pairs	2x large
White Gloves	12 pairs	
Protective Aprons	3	
Fishing Line and Pegs	one lot (2 rolls fishing line; 1bag [24 pcs] pegs)	for drying
Cordon Tape	1	
Safety Mask	50	
Nylon String	1	
PVC Straps	1 bag (100 pcs)	
Mylar Sheet (ask for this from Archives)		



Emergency Kit HKIED

A. Fans & Dehumidifiers inside Library Offices (to be revised)

Contents of Emergency Kit HKUST

4) WORKSHOPS

Collections Emergency Response & Recovery Workshop

2014 November 24-25



presented by

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Cambridge, USA

Jody Beenk
Head, Preservation & Conservation
University of Hong Kong Libraries

Christopher Mattison
Director, Project on the
Sustainability of Memory & Artifact
City University of Hong Kong



Attended by 21
staff members
from JULAC libraries

4) WORKSHOPS Collections Emergency Response & Recovery Workshop - November 2014



Staged water emergency



Participants cover shelves with plastic sheeting until water source is stopped

4) WORKSHOPS Collections Emergency Response & Recovery Workshop - November 2014



After assessing and reporting the situation, the team responds by removing wet items from shelving



Wet collections being transported to recovery area

4) WORKSHOPS Collections Emergency Response & Recovery Workshop - November 2014



Air drying wet books

4) WORKSHOPS Collections Emergency Response & Recovery Workshop - November 2014

Dust jackets suspended on a line to dry



Removing paper clip with a Mylar sheet to prevent tearing of wet paper

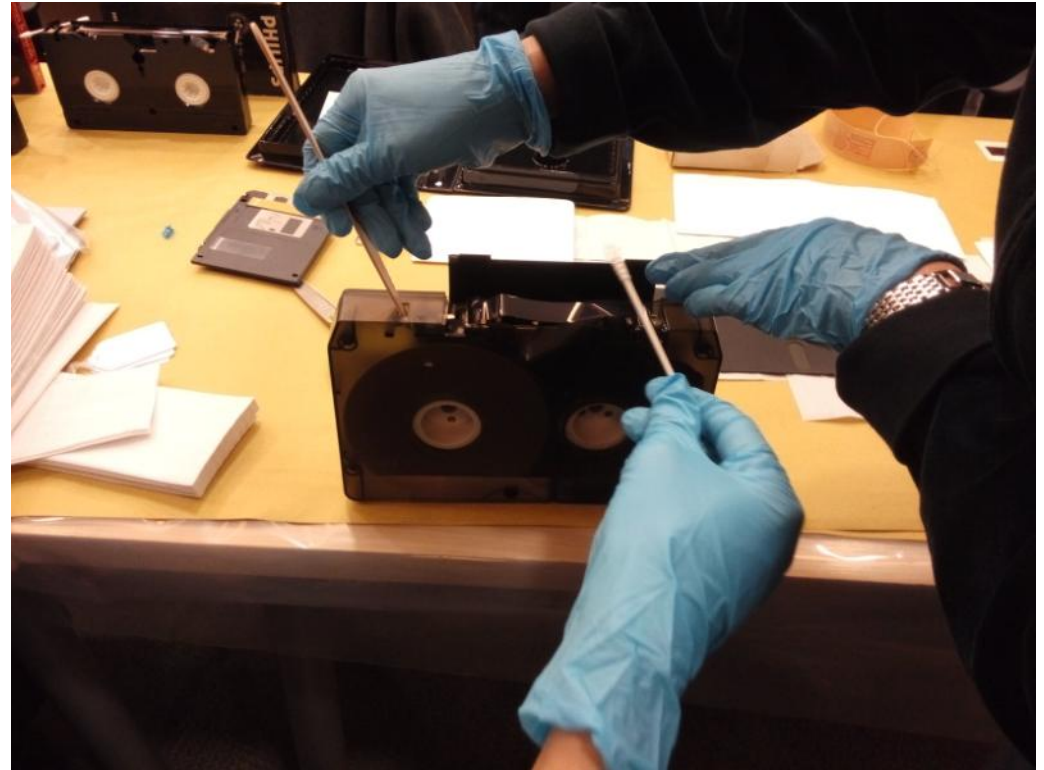
4) WORKSHOPS Collections Emergency Response & Recovery Workshop - November 2014



Left: film is clipped to a line to dry. The clip at the bottom prevents the film from curling

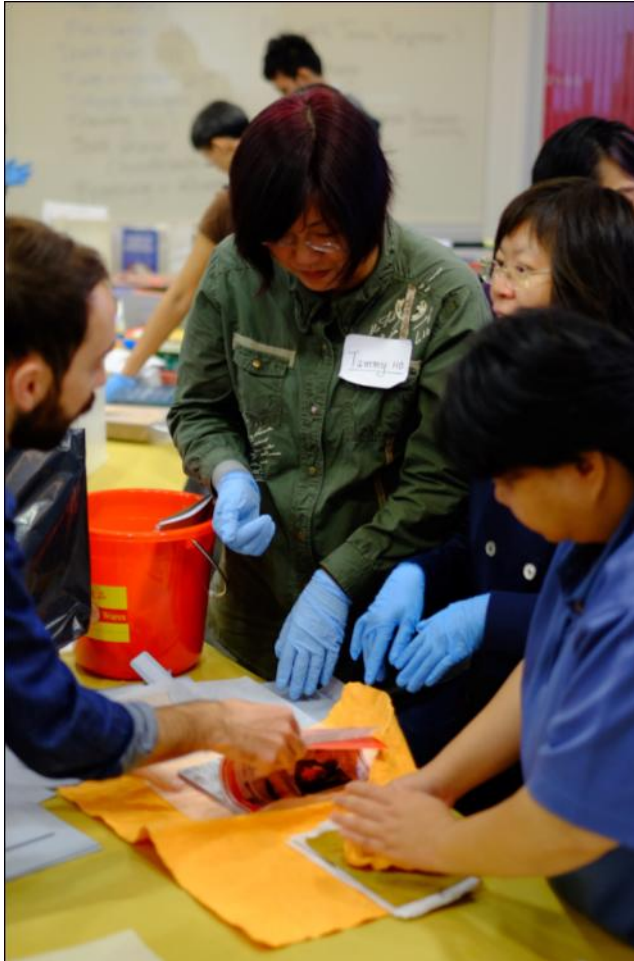
Above: photographs, slides, and film cassette laid out on blotter to air dry

4) WORKSHOPS Collections Emergency Response & Recovery Workshop - November 2014



Magnetic media is checked for moisture content and opened to dry

4) WORKSHOPS Collections Emergency Response & Recovery Workshop - November 2014



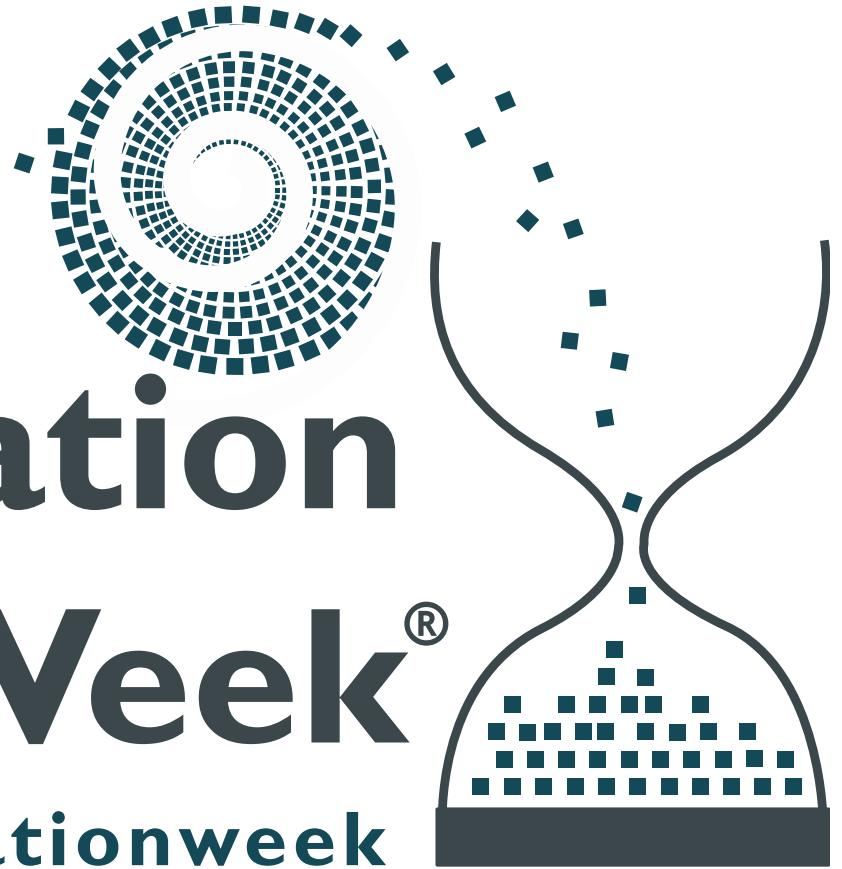
Decision making



Documentation

5) **DISTRIBUTED** content

pass it on . . .



Preservation

April 26–May 2, 2015 **Week**[®]

www.ala.org/preservationweek

Conservation & Preservation Committee Members

Chinese University of Hong Kong – CK LAM / Lai Fong LI

City University of Hong Kong – Milly LAU*

Hong Kong Baptist University – Irene WONG

Hong Kong Institute of Education – Christina Chung Wa CHAU*

Hong Kong Polytechnic University – Cindy LUI

The Hong Kong University of Science and Technology – Sintra TSANG*

Lingnan University – Owen TAM

University of Hong Kong – Jody BEENK*



THANK YOU!

*provided images for this presentation