

A River Runs Through It

Disaster Recovery at FSU
Libraries Special Collections &
Archives

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Special Collections & Archives (SCA)

- Part of FSU Libraries system serving 45,000 students, 15,000 faculty & staff, and many visiting researchers
- SCA - 14 full-time faculty & staff (12 in Spring 2023), 15 part-time staff
- 25,000 linear feet of rare books, manuscripts, and archival records in multiple stacks
- Public services spaces
 - 2 reading rooms
 - Classroom
 - Exhibit and event spaces



Strozier Library Sub-Basement

- 15,000 linear feet of SCA; 10,200 linear feet general (circulating) collections
 - Among the holdings in the sub-basement include books, manuscripts and archives, 3D objects, textiles, and AV materials
- Quick elevator ride from SCA reading room
- History of minor water events, poor climate control, and pest infestation

December 25th, 2022 - Survey



- 10:45 pm: text from the boss - “Inch of water in the sub-basement, water coming in from above”
- 11:00 pm: Rory arrives at Strozier
- Water flowing out doors at the ground level
- Flooding on the floor above was flowing into sub-basement SCA storage

December 25th, 2022 - Survey



December 25th, 2022 - Intervention

- Other team members arrived throughout the night
- Reviewed all SCA spaces in Strozier Library
- Priority was removing archival containers from falling water in sub-basement storage (to literally anywhere). New waterfalls kept emerging!
- Secondary priorities - replacing soaked containers, tarping sections most affected by waterfalling
- Tertiary tasks - removing wet and reboxed materials from sub-basement
BUT elevators failed shortly after flooding started - went from three to one very quickly

December 25th, 2022 - Intervention



Events of December ~~25th~~ 26th, 2022 - Fatigue

- By 4:00 am, leak had been stopped and water remediation had begun on floor above
- Water continued falling in sub-basement!
- Interventions thus far were judged good enough
- Most library staff and faculty went home



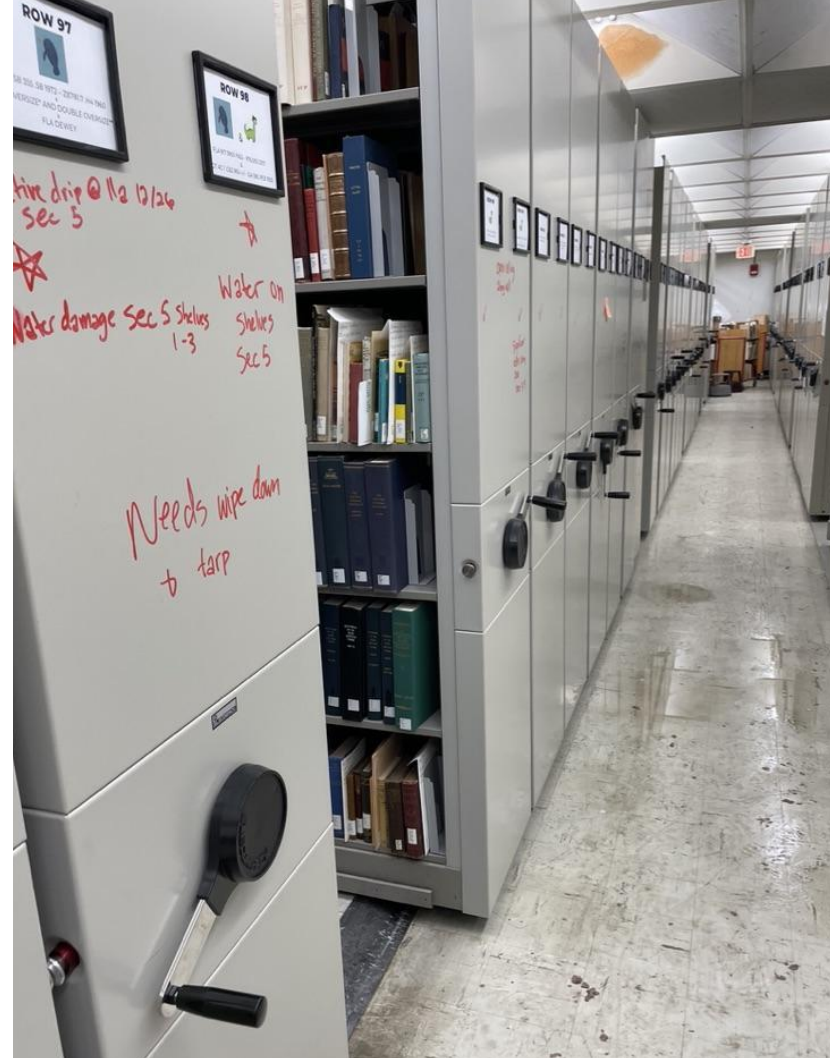
FINDING THE SILVER (TIDE) LINING

Salvaging, Processing, and
Reimagining Collections



Damage Assessment

- Reconvened later that morning to assess the extent and levels of the damage:
 - **Severe damage** - content has been completely soaked/destroyed
 - **Wet boxes** - box is wet and contents are soggy. Boxes got extremely wet, but contents were largely unharmed or easily dried.
 - **Mild damage** - clear tide lines but materials don't exhibit major damage

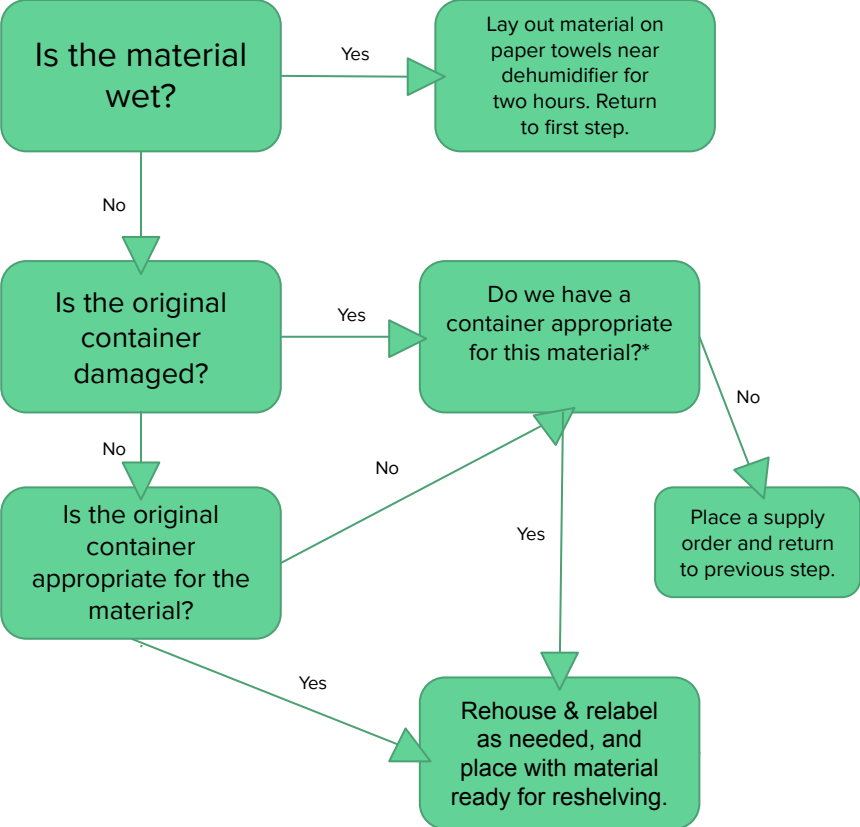


Long-Term Response: Salvaging

- Salvage work began December 25, continues
- Dehumidifying microclimate created for areas most affected
 - Erected in the days immediately following flood
- Worst of the boxes addressed before classes started back
- Approximately 250 linear feet of material affected by flood
 - 70+ collections
 - ~ 500 books
- Lessons learned
 - Value of proper housing
 - Value of proper storage (not on the ground)
 - Value of proper shelving (books without gaps)



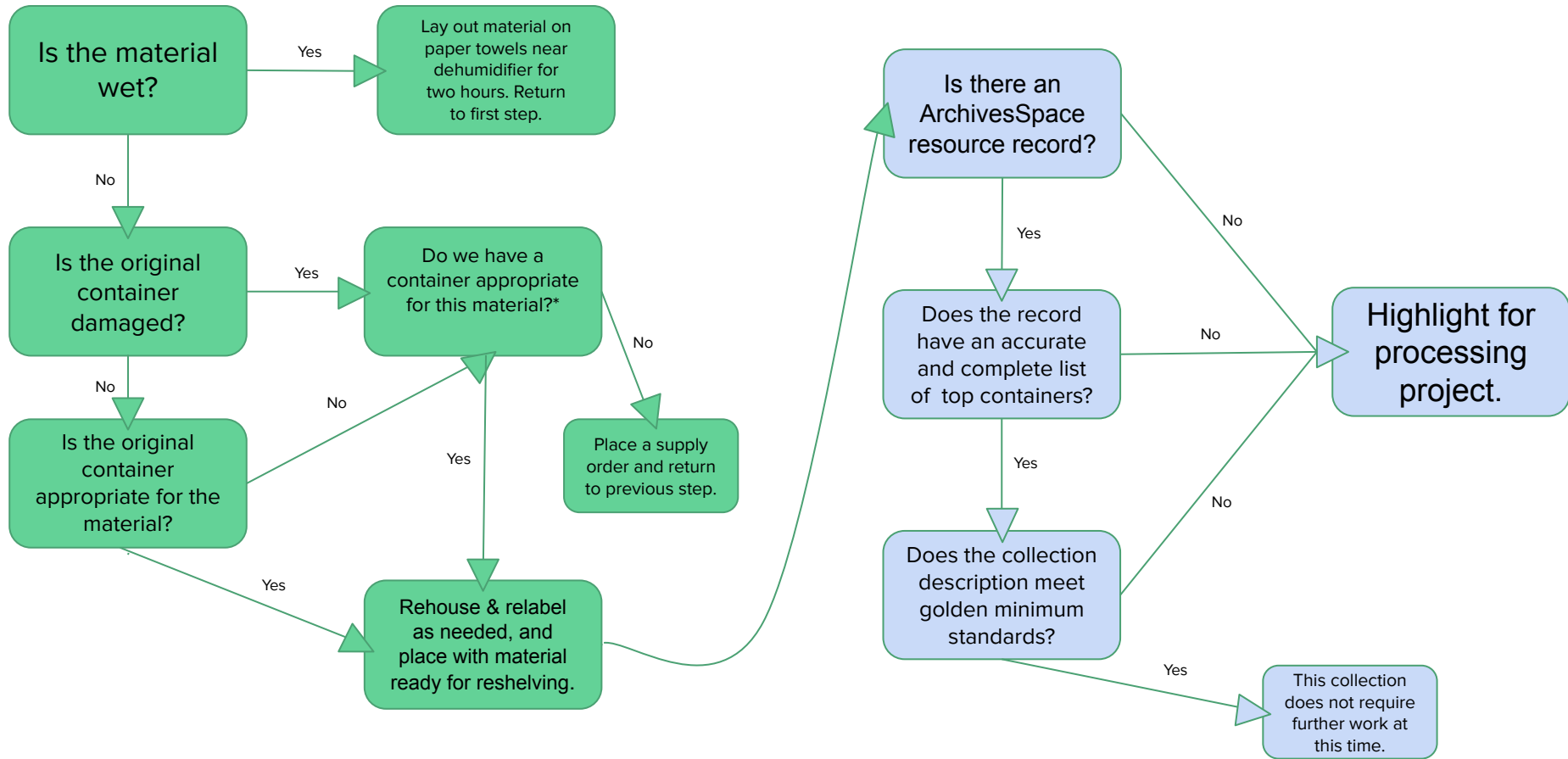
Long-Term Response: Creating a Workflow



Never Underestimate the Humble Paper Towel



Long-Term Response: Creating a Workflow



Long-Term Response: Processing

- Moving from “golden minimum” to “aluminium”
 - Scope and contents is enough to get the ball rolling
- Not unrelated to offsite storage conversations
 - Platinumimum?
 - Level of description needed to call material back?

1	Color code key:		Multiple collections or boxes combined into one box	No ASpace record	No top container location listed in ASpace				
2	Collection name	Collection ID	Box #	Original Contain LF	Original shelf location	Current location	ASpace Record? (Y/N) highlight if no	Need to order specific box	Rehoused?
147	Florida Flambeau Collection	HUA 2019-190	6	Record Storage	1 3/150/1/1	Cart 109. Stacks			✓
148	AC Lyles	MSS 2014-007	17	Record Storage	1	Cart 43. stacks	Y		✓
149	AC Lyles	MSS 2014-007	19	Record Storage	1	Cart 43. stacks	Y		✓
150	A.C. Lyles - Awards	MSS 2014-007		Nonstandard box	5/133/unknown section and shelf	Cart 43. stacks	Y		✓
151	A.C. Lyles - Awards	MSS 2014-007		Record Storage	1 NEW BOX	Cart 43. stacks	Y		✓
152	A.C. Lyles - Awards ("5 awards")	MSS 2014-007		Nonstandard box	5/133/unknown section and shelf	Cart 43. stacks	Y		✓
153	AC Lyles	MSS 2014-007	15	Record Storage	5/133/unknown section and shelf	Cart 43. stacks	Y		✓
154	AC Lyles	MSS 2014-007	OS Box 2	Phonograph Box	5/133/Unknown Section and shelf	Cart 43. Stacks	Y		✓
155	Skofronick Records	HUA 2020-024		Record Storage	1 3/150/3/4	cart 14, Stacks	N		✓
156	2003-2005 IRB Approval/Re-Approval Memos, 1996-2001 Summary Report of IRB Approvals	HUA 2021-017	Box 3(?)	Record Storage	1 6/97/6/5	cart 14, Stacks			✓
157	Old IRB Official Correspondence Policies, Procedures, Operational Documents etc., Late 1900s - Early 2000s	HUA 2021-017	Box 1(?)	Record Storage	1 6/97/6/5	cart 14, Stacks			✓
158	1998-2003 IRB Approval/Re-approval Memos	HUA 2021-017	Box 2(?)	Record Storage	1 6/97/6/5	cart 14, Stacks			✓
159	2010-2013 IRB Meeting Minutes and Agendas, 1990s-2000s IRB Committee Member Archives, IRB Policies and Procedures Re. Establishment of FSU Research Compliance	HUA 2021-017	Box 6(?)	Record Storage	1 6/97/6/5	cart 14, Stacks	N		✓
160	Robert Montgomery Papers	MSS 2019-004	Box 2	Record storage	1 3/146/8/3	Cart 14. Stacks	Y		✓
161	Robert Montgomery Papers	MSS 2019-004	Box 3	Record storage	1 3/146/8/3	Cart 14. Stacks	Y		✓

Long-Term Response: Does it need to be like that?

- Ledgers and other wrapped items
 - Rewrap in acid-free paper, or move into boxes?
- Oversized boxes
 - Does the material actually require this container?
- WWII manuscripts
 - Can we reprocess these into standard legal Hollingers?
- The weird stuff
 - We have tintype, who knew?



DELAYED ACCESS

Public Services After a Disaster



Public Services Overview 2022



78 classes; 1,192 students

713 visitors in Reading Rooms



Impact to Public Services: 2022 Termites



Hannah Davis 7/13/2022 9:08 PM Edited

IMPORTANT!

UPDATE: Mods 6 and 7 closed until further notice

Special Collections: while asbestos and termite abatement is being completed in the subbasement, we will not be able to access collections in mods 6 and 7. Common collections in these mods include Theses and Dissertations, small rare books, Florida, Scottish, and unprocessed HUA collections. Please keep this in mind when assisting researchers, developing instruction plans, and any other work that may take you to these mods. **The tentative estimate on reopening the modules is a week two weeks.** I will notify the group of any changes to the timeline.

[See less](#)



Impact to Public Services: LibCal

Claude Pepper Library

Appointments can be made at least 2 weeks in advance for a maximum of 4 hours.

[Request an Appointment](#)

Summer 2022

- Appointments outside of walk-in hours
- Multi-day appointments
- Large pulls

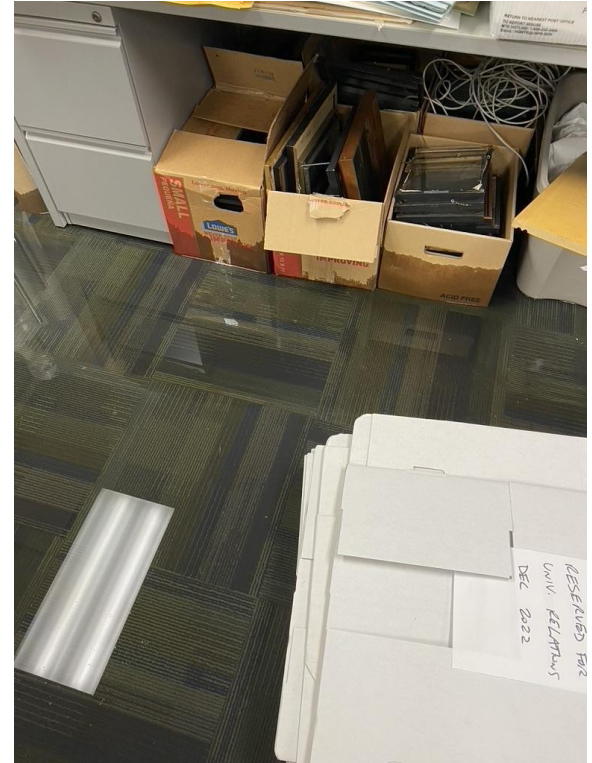
Fall 2022

- Multi-day appointments
- Large pulls
- Class visits
- Out of town researchers

Spring 2023

- All appointments
- Must specify materials (transport)
- All instruction sessions

Impact to Public Services: Room 16 Instruction




Impact to Public Services: January Recap

Go To Date < > Today ↺ January 2023 Agenda Day Week **Month**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
8	9	10	11	12	13	
15	16	17	18	19	20	
22	23	24	25	26	27	
29	30	31	1	2	3	

Moving Day!



2:00pm - 3:00pm
Pepper Library Table 1
Claude Pepper Library

10:00am - 12:00pm
Pepper Library Table 1
Claude Pepper Library

10:00am - 12:00pm
Pepper Library Table 2
Claude Pepper Library

10:00am - 12:00pm
Pepper Library Table 3
Claude Pepper Library

10:00am - 12:00pm
Pepper Library Table 4
Claude Pepper Library

1:00pm - 4:00pm
Pepper Library Table 1
Claude Pepper Library

12:00pm - 4:00pm
Pepper Library Table 1
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12:00pm - 4:00pm
Pepper Library Table 2
Claude Pepper Library

12:00pm - 4:00pm
Pepper Library Table 3
Claude Pepper Library

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11:00am - 12:00pm
SCA Virtual Consultation
Special Collections & Archives Virtual C

1:00pm - 4:00pm
Pepper Library Table 1
Claude Pepper Library

2:00pm - 3:00pm
Pepper Library Table 1
Claude Pepper Library

Impact to Public Services: Pepper Instruction



Impact to Public Services: Appointments

Please identify the specific...
Manuscript Collection Na...
Do you require any speci...

Archives and Manuscripts
Gymkana Photographs from the FSU Historical Photograph Collection, Athletics.

Booking Details for booking ID cs_2eV4jwUV or

The information below is about the currently selected booking. To edit the booking form details, click on the Full Name in the list below. To edit booking details or swap it with another space or item click on the individual booking Date/Time in the list below.

Full Name
Email

Confirm that you've read ...

Research in our reading room space is currently only available by appointment, and must be booked at least two weeks in advance. You will be required to request the materials you would like to view during your appointment, and it is unlikely that additional materials will be able to be pulled while you are here. If you are uncertain what materials you'd like to see, please request a virtual consultation with a member of our staff. https://fsu.libcal.com/reserve/sca_vc. Requests for appointments that fall on Monday - Friday, 10-6pm will be most likely to be fulfilled. If you require access to materials outside of these hours, please email lib-specialcollections@fsu.edu to discuss further options. ALL research appointments will take place in our Pepper Library Reading Room, regardless of where the materials you request appear to be stored.

Please identify the specific...
Manuscript Collection Na...
Do you require any speci...

Archives and Manuscripts
Gymkana Photographs from the FSU Historical Photograph Collection, Athletics.

Are you visiting as part of...

Yes

Please provide the last na...

Dr. Frank

Have you registered with ...

Yes

Date Submitted

11:58am Tuesday, April 4, 2023

Mediation

Approved By Kristin Hagaman at 11:58am Tuesday, April 4, 2023

Booking by LibCal User

Kristin Hagaman

Space 1 of 1

Pepper Library Table 1 - Mediated Approved

Date/Time

11:00am - 12:00pm, Friday, April 7, 2023

User Showed Up?

Yes No

Reminder

Sent @ 11:06am Thursday, April 6, 2023

Internal Notes

Add an internal note to communicate with other librarians about this booking. These notes do not appear to the public.

Kristin Hagaman 9 days ago

Wants to see all 6 folder of Gymkana photos. Kristin submitted transport request 3/29. Haley covering appt

Internal Notes

Add an internal note to communicate with other librarians about this booking. These notes do not appear to the public.

Kristin Hagaman 9 days ago

Wants to see all 6 folder of Gymkana photos. Kristin submitted transport request 3/29. Haley covering appt

Impact to Public Services: The Future

LibCal? Definitely

Appointments? Yes

Delayed Access? You bet

Transports? Most likely

Where? Dunno



GET OUT!

Moving the Collections Off the
Hellmouth

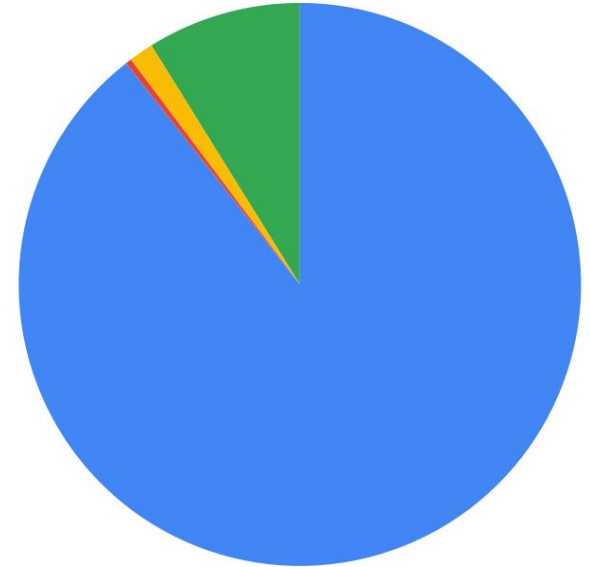


March 2022 - Prelude to the Flood

- Dwindling storage space for boxed collections
 - Large incoming transfer
- Ongoing environmental control difficulties in sub-basement storage

Usable Shelf Space for Boxes - 491 LF

- Total extent - 24,968 LF / 89.4%
- Subbasement - 98 LF / .4%
- Pepper - 393 LF / 1.4%
- Reserved for WWII - 2,474 LF / 8.9%



April 2022 - Researching Off-site Storage Solutions

	A	B	C	D	E	F
1		Iron Mountain	Access Corp	Records Nation	Vital Records Control	State Records Center
2	Location	Orlando, Tampa, Atlanta (closest locations)	Tallahassee, FL	Tallahassee, FL	Tampa, FL	Tallahassee, FL
3	Hours			Monday-Friday 7:00 AM to 7:00 PM and Saturday 9:00 AM to 5:00 PM		8am-5pm M-F; after-hours available
4	Price					\$4/cubic foot per year
5	How is it staffed					
6	Materials accepted	Paper, film, magnetic and mixed media	Paper, film, magnetic and mixed media	Paper, tape and microfilm storage	Paper, electronic records,	Paper documents, micromaterials, and electronic media storage
7	NARA certified	Yes	Yes		Yes	
8	Climate control	Yes	Yes	Yes	Yes	No
9	Pest management					
10	Fire protection	Yes	Yes		Yes	Yes
11	Cold storage or tape vaulting	Yes	Yes	Yes	Yes	No
12	Disaster plan					
13	Security	Yes	Yes	Yes	Certified staff, 24/7 video monitoring	Yes
14	On-site facilities maintenance					
15	Available work space					Visitors use reference room
16	Digitization/document scanning	Yes	Yes	Yes	Yes	No
17	Retrieval method and turnaround time	Standard delivery services for deliveries of two boxes and/or ten files or less will be delivered via third party within two Business Days. Deliveries of greater than three boxes and/or eleven files will be delivered on a fixed weekly schedule with the day of week dependent on the postal code assignment of your location.	Standard delivery or scanning		Standard delivery or scanning	Requests by 3pm will be delivered by noon next day; after-hours/emergency access available; Onsite pickup or delivery; free within Leon County; limit to 12 boxes a day
18	Cost for retrieval	Trip fee + handling fee + fuel surcharge				Free
19	Inventory control	The Iron Mountain Connect; RFID labels	FileBridge system	Client chooses Document Management System; RFID	VitalWeb; barcode; RFID	Total Recall web module; barcode

July 2022 - Termites, Asbestos, and a Really Big Crack

Termites



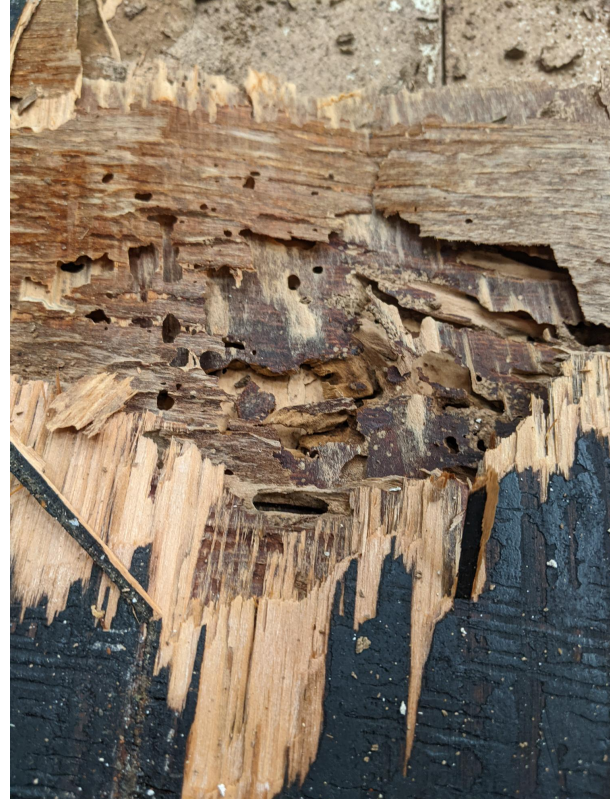
Asbestos tiles and mastic



18 foot crack in the
foundation



**“You should probably use
this as an opportunity to
renovate the
sub-basement”**



Late Fall 2022 - Shifting Timelines

Termite Timeline

- Discussions about what the sub-basement will be renovated into
- Waiting on architectural plans and Facilities
- Move out schedule unknown

Surprise HVAC Timeline

- Deferred maintenance funds are released and we have to spend them NOW
- HVAC unit encumbered and will be delivered in August 2023
- Out of the sub by May 2023

December 2022 - Criteria for Remote Collections

- Started brainstorming what materials would be easy to move off site and what should stay
- Settled on some criteria to explore further:
 - High-use collections
 - Under-described collections
 - Preservation concerns
 - Administrative considerations and sensitive stakeholders
- After the flood, the criteria was re-evaluated through our new lens of extreme urgency and several points were deemed less-important than we previously considered

Spring 2023 - Surveying Collections for Remote Storage

- Direct visual inspection in sub-basement
 - Improper labeling - collection ID and/or box number not obvious
 - Improper housing - container not suitable for transport, container not suitable for content, underfilled, or structurally unsound
 - Not on shelf
- ArchivesSpace research
 - No Resource Record
 - No Top Container record
 - No ArchivesSpace Assessment
- Legacy knowledge - curatorial decisions
 - Administrative or security concerns
 - High-touch donors/stakeholders
 - In-progress SCA operations
 - Donation or transfer in progress
 - Prioritized for processing
 - Prioritized for digitization

Subbasement Survey			
Inventory control	Improper housing	Label	Box ready to move
Box is present	Box is fine	Label is fine	Yes
Box is present	Box is fine	Label is fine	Yes
Box is present	Box is fine	Label is fine	Yes
NOS			No
NOS			No
Box is present	Box is fine	Label is fine	Yes
NOS			No
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Label is fine	Yes
Box is present	Box is fine	Label is fine	Yes
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Needs coll ID	No
Box is present	Box is fine	Needs label	No
Box is present	Box is fine	Needs label	No
Box is present	Underfilled	Needs label	No
Box is present	Underfilled	Needs label	No
NOS			No

What's Next in the Timeline?

- We wait to hear back about remote storage
- We continue to survey collections for their remote storage-readiness
- We take questions from the audience
 - Thank you!!!

