

*Darwin R. Barker*  
*Library and Museum Association*

# **Operational Policy**

# **Manual**

*Darwin R. Barker Library and Museum Association*  
*Board of Trustees*

Board Approval—November 2024

The policies contained within this manual supersede all previous issues.

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Fredonia, NY 14063  
(716) 672-8051

Library email: [director@barkerlibrary.org](mailto:director@barkerlibrary.org)  
Library website: <http://www.barkerlibrary.org>

Museum email: [curator@barkerlibrary.org](mailto:curator@barkerlibrary.org)  
Museum website: <http://www.barkermuseum.org>

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## Code of Conduct Policy

The Board of Directors of the Darwin R. Barker Library and Museum Association has established rules of behavior that patrons must adhere to when in the library or museum. These regulations serve to make the library a welcoming and safe place for patrons, maintain a safe workplace for staff, and preserve and protect the library's materials, facilities, and property. Please help us by adhering to the following:

- Library and museum materials, furniture, and equipment should be treated with respect.
- Patrons should conduct themselves in ways that respect other patrons and staff.
- Polite cell phone use is allowed in the library and museum. Please turn phones to "silent" mode and speak in a manner that will not disturb others.
- Children under age 8 must be accompanied and directly always supervised by an adult in all areas of the library and museum. The library is not responsible for unattended children.
- Patrons must wear shoes and shirts.
- Pets should not be brought inside the library or museum (except for service animals).
- Smoking (including products that create a vapor such as e-cigarettes), consuming alcohol, or using illegal substances on library or museum property is not allowed.
- Non-alcoholic beverages may be consumed if they are in closed containers.
- Individuals carrying guns must have a concealed weapons permit on their person.

The Board establishes policies, and the Director supervises implementation of policies and procedures. Any patron not abiding by these regulations may be required to leave the library or museum and may forfeit his or her library privileges.

# CIRCULATION POLICY

## HOURS:

Check website for current hours

COMPUTERS: Computers available.

WIFI password: 1111111111

SYSTEM CATALOG: To access the Chautauqua Cattaraugus Library System Catalog go to [barkerlibrary.org](http://barkerlibrary.org) and click on SYSTEM CATALOG. The ILS system used is KOHA.

## LOAN PERIODS

- Most materials circulate for three weeks.
- Popular fiction and periodicals circulate for one week.
- DVDs circulate for one week.

ALL items will automatically renew twice UNLESS there are holds on an item. Once all renewals have lapsed items must be returned and can be checked out again if no holds are on an item.

BOOK RETURNS: The book drop outside the entrance is open 24/7 for returns.

## ITEM HOLDS AND INTER-LIBRARY LOAN OPTIONS

- All items from the 38 member libraries are available for circulation & can be placed on hold @ the circulation desk, or personally all patrons can access their personal account online & place holds there, as well. The ILS system used is KOHA. The username for sign on is your personal library card number. A pin number is required for access.
- New materials that the library does not own may be requested at the Circulation Desk for purchase consideration.
- The interlibrary loan service available for out-of-system requests, is for books, only. There is a \$2 fee for each title request.
- The library will notify you by telephone when ALL HOLDS are available for pick-up, or via email if you have an email account on file with the library.

## FINES

Overdue fines for all items is .05/day EXCEPT DVDS, they are .50 /day.  
Suspension of borrowing privileges will occur when fines reach \$10.00.

**\*\*ALL CHANGES OF PERSONAL INFORMATION MUST BE MADE IN PERSON WITH APPROPRIATE ID\*\***

**NON-ALCOHOLIC DRINKS & WATER ALLOWED IN CLOSED CONTAINERS**

## LIBRARY LOAN POLICY

The Darwin R. Barker Library does not take responsibility for personal property loaned for display purposes. Every precaution will be taken to keep loan material as presented but there is no Library liability for damaged or lost items.

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Graham Tedesco-Blair  
Library Director

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Lender of materials

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Date

## **Internet and Computer Use Policy**

Darwin R. Barker Library provides computers and Internet access in support of the library's mission in providing services that allow for the retrieval of general information and information literacy. The internet access is intended as an informational and educational resource. While computer access has filtering, in accordance with the Children's Internet Protection Act (CIPA), the library cannot guarantee the filtering software will work 100% of the time nor will it deny access to websites that parents may find objectionable.

The library does not serve in the role of a parent or guardian. The library staff CANNOT act in the place of parents or guardians. As with private use of all other library materials, it is the responsibility of the parents and/or guardians to monitor their access to internet websites, as well as their children's access.

Library patrons are expected to follow all local, state and federal ordinances, regulations and laws pertaining to proper, legal computer usage. Users engaged in illegal activities involving library computers may be subject to prosecution and loss of library access. This includes the display, printing, sending or dissemination of obscene or pornographic material.

Darwin R. Barker Library assumes no responsibility for any damages, direct or indirect, or loss of privacy of financial information accessed via the internet. Library patrons should be aware that the use of public computers is not a private or secure system, third parties may obtain access to information regarding user's activities and accounts, accessed on the public terminals.

By signing in to use any of the public terminals, patrons are agreeing to the above terms and conditions. Any library staff member has the authority to remove those who do not abide by or follow these policies.

# **Materials Selection & Collection Development Policy**

## **Objectives**

The purpose of the Darwin R. Barker Library is to provide all members of the community and surrounding area with thoughtfully selected materials which will enhance all patrons in their pursuit of information, research, and the creative use of leisure time. Darwin R. Barker Library must have a selection policy that will accommodate community interests and needs. Materials are selected that will represent all points of view concerning issues of importance to our society. Differences in age and educational levels will also be considered during the selection process. Library materials will be selected in a variety of formats including, but not limited to, videos, print, sound recordings and electronic media.

## **Responsibility for selection**

The ultimate responsibility for material selection rests with the library director who operates within the framework of the policies determined by the Darwin R. Barker Board of Trustees. This responsibility may be shared with other library staff members, however, because the director must answer to the library board and community members for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

## **Criteria for selection**

The following main points considered in materials selection are: individual merit of the item, popular appeal & demand, material suitability for patron population, existing library holdings and budget restrictions. Material reviews are a major source of information used in the selection process. The following are some, but not all review sources used in the selection process: Booklist, American Libraries Magazine and the New York Times Book Review.

## **Gifts & donations**

The library accepts books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If due to condition, duplication, or dated information the director may dispose of them at will. Memorial gifts of materials or money are also accepted and will be designated a memorial with a bookplate placement in the designated gift.

## **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn materials is dependent upon current interest and demand, usefulness and relevancy. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees.

### **Challenged Materials**

Although materials are carefully selected, there may arise differences of opinion regarding suitable materials. Registered library card holders residing in the Village of Fredonia or the Town of Pomfret requesting that material be reconsidered for inclusion in our collection may complete a “Reconsideration of Library Resources” form to have a piece of material reviewed. Forms are available at the circulation desk. No more than three reconsideration requests may be made by an individual patron per year. The Association does not accept reconsideration requests made by groups or organizations.



## REGULATIONS FOR USE OF THE STEELE MEETING ROOM

The Darwin R. Barker Library is proud to offer the Steele Room as a pleasant space for community organizations to gather for meetings and other activities. We ask that you review the following guidelines before booking the Steele Room.

1. Available during Library/Museum Hours

2. Scheduling

- Sign up is free of charge.
- Library or museum sponsored programming takes preference over other users.
- The calendar is kept in the library. Scheduling is made by library personnel. Contact Barker Library @ 672-8051 during regular hours or email a request to [info@barkerbarkerlibrary.org](mailto:info@barkerbarkerlibrary.org)
- In person scheduling is also available at the library circulation area. A name and phone number of a contact person must be given and listed in the reservation book.
- A copy of the rules is given to each group of users

3. The room must be vacated 15 minutes before closing.

4. No smoking is allowed in the building

5. There can be no admission fee to any meeting. Nothing may be sold nor can a commitment for future payment be made from those attending a meeting. There is no solicitation of services and nothing can be offered for sale while using the room

6. Frequency of use by a group: All recurring groups must schedule meetings in advance. Room availability is on a first come first serve basis

A. Groups that meet monthly: An organization must schedule each meeting. A group must not assume that because it meets on a specific day each month that the room will automatically be reserved for them. Other groups may reserve for that specific time.

B. Groups that meet weekly: An organization must schedule each meeting. A group must not assume that because it meets on a specific day each week that the room will automatically be reserved for them. Other groups may reserve for that specific time.

C. Use by library or museum sponsored programs takes preference over other users.

7. Restrooms are located near the Steele Room for use. If the bathrooms need attention please notify the library circulation staff.

8. Seating is available for 35 people. Users are responsible for setting up and putting away any furniture or any other library or museum items used. Maximum capacity is seventy-five.

9. The room has WI-FI connectivity and a large screen tv.

10. Food may be served at library or museum sponsored functions/meetings ONLY.

Refreshments: Light snacks (i.e. cookies, chips) and covered drinks are allowed. Under certain circumstances the staff refrigerator can be used for storing items while using the room but permission must be granted from circulation staff. Please clean up and deposit all trash in the large black trash can located in the staff kitchen area, which is the room next to the bathrooms in the immediate area. There are recycling bins available, as well. Barker Library is a firm RECYCLER! Please do your part, too.

11. All props and materials brought in by groups for their meetings must be removed after each meeting. There is no storage space available.

12. The above rules are subject to change at the discretion of the Darwin R. Barker Library and Museum Association. Management reserves the right to review all applications for meetings and the decision is final.

Thank you for supporting Darwin R. Barker Library & Museum. We are here to provide services to all who seek knowledge & information sharing.

## **Volunteer Guidelines**

“The more you give of yourself, the more you find yourself.”

*Lailah Gifty Akita*

Volunteering can be a rewarding experience, especially at your public library and/or museum. As a volunteer your energy and time enhances Darwin R. Barker Library and Museum ability to provide opportunities for direct public participation in library services. Volunteerism strengthens and enhances the Library and Museum’s relationship throughout the community while allowing the individual to contribute to the community, achieve a sense of satisfaction, and learn more about the Library and Museum. While volunteers help to expand and enrich services they are not used to replace the work done by the paid staff.

Volunteers will be recruited without regards for any legally protected characteristics including; race, age, religion, gender, marital status, physical appearance, socioeconomic or educational level. Volunteers between the ages of 14-18 must have parental permission and will work under the supervision of an appropriate staff member. All volunteers are expected to conduct themselves in a manner adherent to the policies in place for paid staff. Volunteers can be released from volunteer duties at any time with the discretion of the Library and Museum. There is no compensation or health benefits associated with the volunteer program.

# **Purchasing and Financial Procedures Policy**

## Budget and Finance

The Darwin Barker Library and Museum Association has a board-approved written budget. This budget is developed annually as a cooperative process involving the library director, the museum curator, the board's treasurer, and the Board of Trustees. Each year it is determined if the library's revenues are adequate to meet the needs of the community. If the association revenues are not adequate to meet the needs of the community, the Board of Trustees takes action to increase the library's revenue.

The operating budget includes all expenses associated with the operation of the library and museum. with for materials and staff. Materials include books, audiovisual material, periodicals, and fees for on-line information services.

On a monthly basis, the library director and museum curator present written reports on library operations to the board of trustees. These reports include such areas as finance, library and museum usage, matters of personnel, collection development, and programming in addition to any other relevant and other pertinent information.

The Association maintains adequate reports of library and museum operations with the help of an accountant. Currently this is the firm of Bahget, Laurito, and Bahget in Fredonia, NY. These reports of library and museum operations are presented at each Board of Trustees monthly meeting indicating the current financial status of the library.

In addition to the general financial position of the library, this shows the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenses, and remaining budget, as presented by the treasurer.

## Routine Banking Procedures

The library director and museum curator are authorized to make deposits into appropriate Association accounts. Such deposits include, but are not limited to, the deposit of accumulated fees, fines, gifts, donations, grants and tax receipts.

The accountant is authorized to transfer funds from one Association account to another for payment of monthly bills. The treasurer is authorized to recommend a transfer of funds from one association account to another upon the approval of the Board of Trustees.

## Authority to Spend

The library director and museum curator are authorized to spend up to \$500.00 on any single item without prior board approval using the Association checks or debit cards.

The library director and museum curator are authorized to spend up to \$9999.00 on any

single item only with the approval of the full board without a formal bid.

The Darwin R. Barker Library and Museum Association may spend in excess of \$10,000.00 only after completing a formal bid process.

# Statement of Investment & Spending Policy

## I. Introduction

### A. Investment Responsibilities

The Board of Directors of the Darwin R. Barker Library (“Organization”) is specifically responsible for the investment management of all assets of the Organization. By Board action all or a portion of the assets may be placed under the investment management of Investment Managers who are duly registered or Bank Trust Companies. The Investment Committee as set forth in this Policy Statement will be delegated the responsibilities set forth below. Both the Board and Investment Committee will comply with all applicable fiduciary, prudence, and due-diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations that may impact the Organization’s assets, including, without limitation, New York Prudent Management of Institutional Funds Act (NYPMIFA).

Subject to the intent of donors expressed in gift instruments, where applicable, the Organization, in managing and investing its institutional funds, will consider its purpose and the purposes of its institutional funds.

Except as otherwise provided by a gift instrument, the Organization will consider all of the following factors (“Investment Management Factors”), if relevant, in managing and investing in institutional funds:

1. General economic conditions;
2. The possible effect of inflation or deflation;
3. The expected tax consequences, if any, of investment decisions or strategies;
4. The role that each investment or course of action plays within the overall investment portfolio;
5. The expected total return from income and the appreciation of investments;
6. Other resources of the Organization;
7. The needs of the Organization and its funds to make distributions and to preserve capital; and
8. An asset’s special relationship or special value, if any, to the purposes of the Organization.

### B. **Investment Committee**

The Investment Committee, consisting of a maximum of seven members, will be appointed by the Board of Directors annually. The Chairperson will be named by the President of the Organization. The Organization’s President, Secretary and Treasurer will be permanent Committee members. The remaining members will be chosen by the Board. Committee members do not have to be Directors. In choosing members the Board may ask for recommendations from the Committee. In the relationship between the Committee, the investment consultant, and investment managers, the role of the Committee is supervisory. Discretion is delegated to the investment consultant and investment managers as long as they adhere to the general guidelines established by the Organization.

#### 1. **The primary functions of the Investment Committee are:**

- a. Establishment of performance objectives.
- b. Identification and establishment of appropriate asset mix guidelines.
- c. Recommend to the Board of Directors the spending rate.
- d. Review of total investment performance at least quarterly.
- e. Review individual manager performance at least quarterly.

- f. Review 5-year performance of individual managers and total investment performance annually.
- g. Report to the Board the selection and, if necessary, the replacement of investment managers.

The Committee will report to the Organization's Board its actions as to all functions listed above, with final decisions on the spending rate being the responsibility of the Board. Each person responsible for the Organization's institutional funds will monitor the funds in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. A person who has special skills or expertise or is selected in reliance upon the person's representation that the person has special skills or expertise, has a duty to use those skills or that expertise in monitoring the Organization's institutional funds.

**2. The Committee's specific duties are:**

- a. To formulate and submit to the Board the Organization's Investment and Spending Policy.
- b. To make changes to the Policy.
- c. To prepare investment objectives based on the Policy so that investment performance may be properly appraised.
- d. To interview and recommend, for Board consideration, professional managers for the Organization's investments. This responsibility includes drafting of management agreements, which will cover duties and compensation of managers. It also includes recommendation for the termination of services of a manager deemed to be performing unsatisfactorily.
- e. To monitor the Organization's investment results and report these results to the Board. Such report will include overall performance and the performance of each investment manager relative to goals.
- f. To recommend to the Board of Directors a current spending rate; changes to the spending rate will become effective only after approval by the two-thirds of the elected Board.
- g. To undertake such tasks of an investment nature as are assigned to it by the Board or that the Committee itself believes appropriate.

These duties, with a particular focus on current spending rate, will be reviewed by the Investment Committee and reported to the Board at least annually. Exceptions to the guidelines may be suggested by the Committee at any time, with such suggestions being subject to the approval of the Board.

**C. Outside Professionals**

Subject to any specific limitation set forth in a gift instrument or in law, the Organization may delegate to an outside professional independent investment adviser (an "agent") the management and investment of its institutional funds to the extent it can prudently delegate under the circumstances. The Organization will act in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances, in taking the following actions ("Investment Delegation Actions"):

- Items “d” and “e” as listed under Section B, 2.

The Organization will execute a written agreement with each agent. Such agreements will include, among other things, the following provisions:

- The agent owes a duty to the Organization to exercise reasonable care, skill and caution to comply with the scope and terms of the delegation.
- The agent submits to the jurisdiction of the courts of New York State in all proceedings arising from or related to the delegation or the performance of the delegated function.
- The agreement may be terminated by the Organization at any time, without penalty, upon not more than sixty days notice.

### **1. Investment Consultant**

Subject to the requirements set forth under “Outside Professionals” above, the Board may retain an objective, third-party Consultant to assist in managing the overall investment process. The Consultant will be responsible for guiding the Committee and Board through a disciplined and rigorous investment process.

### **2. Investment Managers**

As distinguished from the Board and Consultant who are responsible for managing the investment process, Investment Managers are responsible for making investment decisions (security selection and price). Specifically, duties and responsibilities of each investment manager are:

- Manage the assets under their supervision in accordance with the guidelines and objectives outlined in their respective Service (Investment) Agreements, Prospectus or Trust Agreement.
- Exercise full investment discretion with regards to buying, managing, and selling assets held in the portfolio(s).
- If managing a separate account (as opposed to a mutual fund or a commingled account), seek approval from the Board prior to purchasing and/or implementing the following securities and transactions:
  - Letter stock and other unregistered securities; commodities or other commodity contracts; and short sales or margin transactions.
  - Securities lending; pledging or hypothecating securities.
  - Investments for the purpose of exercising control of management.
- Communicate to the Board all significant changes pertaining to the fund it manages or the firm itself. Changes in ownership, organizational structure, financial condition, and professional staff are examples of changes to the firm in which the Board is interested.
- Effect all transactions for the Organization subject “to best price and execution.” If a manager utilizes brokerage from Organization assets to effect “soft dollar” transactions, detailed records will be kept and communicated to the Board.
- Use the same care, skill, prudence, and due diligence under the circumstances then prevailing that experienced investment professionals acting in a like capacity and fully familiar with such matters would use in like activities for like institutions with like aims in accordance and compliance with all applicable laws, rules, and regulations.
- If managing a separate account (as opposed to a mutual fund or a commingled account), acknowledge co-fiduciary responsibility by signing and returning a copy of this IPS.



### 3. Custodians

#### Sake Keeping of Assets

All security investments of the Organization will be held by a third party Institutional Custodian not controlled by the Organization's Investment Consultant. The Custodian must be a bank, trust company or brokerage firm retained under a formal signed agreement approved by the Board. The Custodial Agreement shall provide that securities held by the bank, trust company or brokerage firm, as agent and custodian for the Organization, shall be kept separate and apart from the general assets of the Custodian and shall not, in any circumstances, be commingled or become collateral for other deposits or liabilities. The agreement shall also provide that the Custodian shall confirm the receipt, substitution or release of all securities.

## II. Endowment Funds

### A. Overall Investment Objective for Endowed Funds

The endowment funds held by the Organization help to fulfill the Organization's central purpose. That purpose is to fund, support, and sustain both the library and its mission.

#### 1. General investment goals:

- a. To provide growth in endowment assets that will support a continuous rise in spending.
- b. To provide sufficient liquidity to meet distribution requirements.
- c. To maintain the safety of endowment assets.
- d. To seek an increase in endowment assets both from appreciation of principal and, when appropriate, from accumulation of income.

The Organization's investment philosophy is to preserve and enhance the capital value of its funds, and the return on those funds, by striving for consistent long term returns which will either match or exceed the set spending rate, administrative and investment management expenses and inflation, through earning the highest possible return consistent with the risk tolerance established by the Organization.

### B. Investment Performance Objective

The investment performance of each manager, each investment fund and total Organization assets will be monitored, and results measured against absolute and relative return objectives. In reviewing performance, it will be recognized that managers are subject to market forces, which historically have created market cycles lasting from three to five years. It is the objective of the Board to establish challenging but achievable investment return objectives. It is expected that investment managers will attain the following objectives:

The primary investment objective is to earn over a five-year period of time, an average annual total return of at least 1% greater than the appropriate fund benchmark (with the exception of Index Funds). It is recognized that the real return objectives may be difficult to achieve in every five-year period but should be attainable over the majority of five-year periods.

The specific performance benchmark for each investment fund or manager will be selected by the Committee.

## C.

### Investment Guidelines

1. **Risk Tolerance.** The prime factor influencing the risk and ultimately the investment performance of the Organization's assets is the allocation of assets between equity and fixed income securities. The Board will approve the overall asset mix for all assets of the Organization. Investment Managers may be hired to manage balanced portfolios or portfolios restricted to equity or fixed income securities. Asset allocation and ranges appropriate for the investment of total Organization assets are:
  - a. **Equities** will represent 70 percent of the portfolio based the asset allocation targets outlined in Appendix A.
  - b. **Fixed income obligations** will represent 25 percent of the portfolio.
  - c. **Alternatives** will represent 5 percent of the portfolio based the asset allocation targets outlined in Appendix A.
  - d. The portfolio will be balanced at least annually.
3. **Types of Securities.** Equity securities will be restricted to those securities traded on a recognized national, international or regional exchange and for which an active market exists. Fixed income securities may include U. S. Government securities and derivatives thereof, and corporate bonds and debentures. Preferred stocks and convertible bonds may be deemed to be either equity or fixed income investments as so designated by each Investment Manager. It is the policy of the Organization that, except for established guidelines and unusual circumstances, no restriction will be placed on the selection by the managers of individual securities.
4. **Diversification.** All portfolios will be structured to minimize the risk of large loss. Investment Managers will be required to develop a diversification strategy with regard to maximum investment in any one security, company or sector. Notwithstanding the foregoing, if the Organization prudently determines that, because of special circumstances, the purposes of the Organization's institutional funds are better served without diversification, it will document the basis for any such determination, and will review its decision not to diversify as frequently as circumstances require, but not less than annually. Management and investment decisions about an individual asset will be made not in isolation but rather in the context of the Organization's portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the Organization and its institutional funds.
5. **Volatility.** The Organization's investment objectives assume that market fluctuations for equities will approximate that of the S&P 500 and for fixed income securities that of the Barclay's Capital Intermediate US Government/Credit Index.
5. **Liquidity.** The Organization will maintain adequate cash reserves to meet grant distributions and administrative and investment management expenses there will generally be no requirement that Investment Managers maintain liquid reserves other than as a result of their own investment process.

7. **Management Style.** Each Investment Manager will identify and describe the investment style it employs in managing allocated Organization assets.
8. **Expenses.** Expenses will be reviewed annually.

### III. **Spending Policy**

#### A. **Endowment Funds**

Subject to the intent of donors expressed in gift instruments, the Organization may appropriate for expenditure or accumulate so much of a Long-Term fund as it deems prudent for the uses, benefits, purposes, and duration for which the Long-Term fund is established.

In determining whether to accumulate or expend monies from any Long-Term fund (“spending policy”), the Organization will act in good faith, with the care that an ordinary prudent person in a like position would exercise under similar circumstances, and will consider the following factors (“Spending Policy Factors”), if relevant:

1. The intent of the donor expressed in the gift instrument;
2. The intended duration and preservation of the fund;
3. General economic conditions;
4. The impact of inflation or deflation;
5. Total expected returns, including investment appreciation;
6. Other available resources;
7. Alternatives to expenditure; and,
8. These investment policies.

The Organization practices a total return investment and spending policy with regards to endowed assets. Total Return is defined as the net total of interest and dividend income plus realized and unrealized capital appreciation or depreciation of securities and other assets.

Spending Policy, defined as all annual grants and expenses incurred by the Organization, determines the amount of funds the Organization will make available for distribution in a given year. If required to meet the current charitable needs of the Organization's area of interest, the Organization can annually distribute 5 percent. In addition, the Organization will annually pay all administrative, investment management and custodial fees approved by the Board.

#### 1. **The objective of the Spending Policy is to:**

- a. Maintain reasonable inflation-adjusted spending into the future.
- b. Provide for sufficient asset growth after spending to preserve the inflation-adjusted value of the assets.

- c. Smooth spending on a quarter-by-quarter basis rather than vary it with short-term changes in interest rates and asset values.

**2. The Spending Rate will:**

- a. Assure the preservation of the real (inflation adjusted) value of the Organization's assets over the long run.
- b. Focus investment strategy on total return.
- c. Make spending levels more predictable because of the use of a 20-quarter base period, which will smooth out the effects of market fluctuations.
- d. Provide sufficient funds for operations and grants.
- e. Minimize the impact of volatility of the markets on year-to-year spending.

*The Spending Rate will be monitored by the Investment Committee who will recommend to the Board any change in spending rate which is deemed necessary.*

**B. Morris J. Miller Trust Funds**

Spending of Morris J. Miller Trust Funds will be determined per the language in the Last Will and Testament of Morris J. Miller.

**V. In-Kind Gift Policy**

With the exception of marketable securities, all in-kind gifts require approval from the Board prior to acceptance.

Unless specifically restricted by the donor from doing so or by resolution of the Committee, all in kind gifts whether of marketable securities, real estate or other personal property including art and collectibles will be sold as soon as administratively possible after receipt.

## Appendix A

### Target Asset Allocation

<b>Asset Class</b>	<b>Target</b>	<b>Minimum</b>	<b>Maximum</b>
Core Fixed Income	25.0%	18.8%	31.3%
Large-Cap Value	17.5%	13.1%	21.9%
Large-Cap Growth	17.5%	13.1%	21.9%
Mid-Cap Value	5.0%	3.8%	6.3%
Mid-Cap Growth	5.0%	3.8%	6.3%
Small-Cap Value	5.0%	3.8%	6.3%
Small-Cap Growth	5.0%	3.8%	6.3%
International Value	7.5%	5.6%	9.4%
International Growth	7.5%	5.6%	9.4%
Real Estate	5.0%	3.8%	6.3%

### Policy Index

<b>Asset Class</b>	<b>Policy Index</b>
<b>Benchmark Index</b>	<b>Weighting</b>
<b>Fixed Income:</b>	
BBgBarc Intermediate Govt/Credit Bond	<b>25.0%</b>
<b>Domestic Equity:</b>	
S&P 500	<b>35.0%</b>
S&P Mid Cap 400	<b>10.0%</b>
Russell 2000	<b>10.0%</b>
<b>International Equity:</b>	
MSCI EAFE	<b>15.0%</b>
<b>Alternative Investments:</b>	
DJ Global World Real Estate	<b>5%</b>

# Sexual Harassment Policy for All Employers in New York State

Reviewed 2/2014



Combating  
Sexual Harassment

## Introduction

Darwin R. Barker Library and Museum Association is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Darwin R. Barker Library Association commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Darwin R. Barker Library Association. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

## Policy:

1. Darwin R. Barker Library Association policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Darwin R. Barker Library Association. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Darwin R. Barker Library Association will not tolerate

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<sup>1</sup> While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history.

such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Darwin R. Barker Library Association who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees<sup>2</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor or manager. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Darwin R. Barker Library Association to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Darwin R. Barker Library Association will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Darwin R. Barker Library Association will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Darwin R. Barker Library Association will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to appropriate personnel.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

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<sup>2</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

## **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:



- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful

workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

## **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

## **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone’s responsibility.** Darwin R. Barker Library Association cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor or manager. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor or manager.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to designated personnel.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Darwin R. Barker Library Association will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the designated personnel will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

## Legal Protections And External Remedies

Sexual harassment is not only prohibited by Darwin R. Barker Library Association but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Darwin R. Barker Library Association employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Darwin R. Barker Library Association does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

## **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

## **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

This plan was adapted from the New York University Library Disaster Plan  
<http://library.nyu.edu/preservation/disaster/toc.htm>)

## Darwin R. Barker Museum Disaster Plan

The Darwin R. Barker Library Board of Trustees is committed to maintaining a vigilant state of disaster preparedness for the Library and Museum. In recognition of the possibility of both small and large disasters, this plan is devised to ensure that appropriate actions are taken in the event of a disaster. This plan provides library and museum staff with a set of disaster and emergency procedure guidelines. It will be updated regularly to ensure accuracy and currency.

*This summary sheet will be posted on the library director's and museum curator's bulletin boards. The entire plan will be in the library director's and museum curator's files with other policies. The Library Board will also receive a copy of the entire plan for ready availability. It will also be posted on prominent bulletin boards.*

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## SUMMARY OF EMERGENCY PROCEDURES

### **DISASTERS**

**FIRE:** Activate the nearest fire alarm or call 911. When a fire alarm is sounded, make sure all patrons vacate building and meet other staff at pre-designated area at the corner of Day and Main).

**FLOODING OR WATER DAMAGE:** Throw a plastic drop cloth over affected area. Put down pails to collect water and alert library director or museum curator. Move as many books as possible out of the flooded area, if it is safe to do so. Call the Fredonia Village Representative.

### **EXTREME WEATHER--Tornado**

**CRIME:** Report to the Fredonia Police 679-1531. Do not confront suspects.

### **EMERGENCIES**

**POWER FAILURE:** Turn off all terminals and light switches. Secure the area before leaving. Contact National Grid. 1-716-673-7200

**BOMB THREAT:** Keep the caller on the telephone as long as possible and WRITE DOWN as much of the following as you can obtain: time set for the explosion, location of the bomb, and the type of bomb. Call 911 to report the bomb threat immediately. Evacuate the building and meet on the corner of Main and Day Street.

**MEDICAL EMERGENCY:** Call 911. Do not try to administer first aid.

## **PERSONS TO SUMMON WHEN A DISASTER OCCURS-Fire, Flood, Severe Weather**

### **Alerting professional staff, supervisors and non-professional staff:**

It is the responsibility of the first person observing the disaster to call emergency personnel. Notify the library director and/or museum curator immediately to appraise the situation. The police and fire departments should have the director and curator's names and home phone numbers on file. If the director or museum curator cannot be located, the president of the Board of Trustees should be contacted.

## **STAFF MOBILIZATION - Phase 1**

A major disaster in the library would necessitate the evacuation of all personnel. In such a situation, actual recovery procedures to salvage the collections would have to wait until the building was officially declared safe to enter. Although such a situation is impossible to predict, the brief outline of procedures listed below will be followed. Alert the library director and museum curator or appropriate emergency responder. Should a major disaster occur a committee will be formed to execute the remaining phases of the plan.

## **DAMAGE ASSESSMENT - Phase 2**

### **Meeting location for reports and first phase planning:**

If the building can be entered, meetings will take place in the Steele Room. If the building cannot be entered, meetings will take place at the Board of Trustees choice. Village, Police, and Fire Department officials will gather for a status report on the situation that should cover the extent of damage and when the building can be entered for recovery purposes.

### **Basic site visit procedures:**

The Library Director, Museum Curator and Board of Trustees may enter building to assess damage when entry to the building has been approved by emergency officials. High priority areas will be assessed first, followed by other affected areas.

A record of the extent of damage should indicate the following:

- Type of damage (water, fire)
- Type of material damaged (photographs, books, etc.)
- Extent of damage, i.e., how much (volumes, #'s)



- Brief environmental conditions (dampness, heat, etc.)
- Wet carpets, broken files
- Condition of surrounding area

Photographs of damage should be taken for recovery planning purposes.

## **RECOVERY PREPARATION - Phase 3**

### **Second meeting of Disaster Preparedness Committee:**

After Phase 2 damage assessment, the Library Director, Museum Curator and Board of Trustees begin to plan a salvage operation for damaged materials. Based on information recorded in disaster recovery charts completed during the site visit of affected areas, the committee will:

- Establish priorities.
- Develop and assign teams for affected areas.
- Assemble supplies.
- Develop a schedule for implementation.
- Define reporting mechanism and communication lines, including an established chain of command.

The chair of this committee will appoint assistants to take minutes during all meetings, telephone for supplies and other necessities, organize deliveries of supplies, answer telephones, and assist in the management of the recovery process.

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This section of the Disaster Plan includes recovery procedures for the following materials:

- Recovery Procedures for Damp Books and Minor Emergencies
- Recovery Procedures for Wet Books and Paper
- Recovery Procedures for Photographic Prints
- Recovery Procedures for Photographic Films
- Recovery Procedures for Computer Equipment

In the event of a major disaster, the Board of Trustees will direct a recovery operation using the procedures contained here. Minor emergencies and small scale disasters

where fewer than 500 library materials are affected should be reported to the Library Board of Trustees who will provide assistance to the Library Director and Museum Curator in properly following the instructions.

## **RECOVERY PROCEDURES FOR DAMP BOOKS AND MINOR EMERGENCIES**

DAMP BOOKS are defined as books that are not dripping water. They can be wet around the edges or wet half-way through or just cool to the touch. These materials can be AIR DRIED.

### **CAUTION:**

All air drying **MUST** take place in a cool, dry place. Warm humid air encourages mold and mildew growth which can be more damaging than the original emergency. Try to keep the temperature below 70 Fahrenheit and the relative humidity below 55%. Use fans and dehumidifiers if needed. Keep the air in the area circulating.

1. Keep the drying area clean by removing wet debris such as wet carpeting and furniture as soon as possible because they contribute to a humid environment.
2. Never try to reshape or force damp volumes open as this will cause harmful distortion. They can be treated **AFTER** drying.
3. Sponge off mud and debris using clean water but **ONLY** if material does not have water soluble components such as watercolors, runny inks, tempera and dyes. Instead, air dry materials and brush off debris when completely dry.
4. Minimize handling of water damaged books. Paper and bindings are very fragile when wet.

### **PROCEDURES:**

If books can be dried in immediate area, see #8 and #9 below for air drying instructions.

If books must be packed up and moved to drying area:

1. Keep a written record of what volumes are in which box (by range number and call number) and remember to clearly label each box.
2. Use 1 and 1v cubic foot, 200 test lb. cardboard boxes to pack-out and transfer damp books to the drying area. A one cubic foot box will hold about 15 volumes and weighs about 50 pounds when loaded.
3. Wrap each book in one piece of unprinted newsprint; this will prevent colors bleeding into one another. Precut sizes to save time.
4. Pack books **SPINE SIDE DOWN IN A SINGLE ROW ON THE BOTTOM OF THE BOX.**

**THIS ARRANGEMENT IS VERY IMPORTANT! DO NOT STACK BOOKS OR OTHER MATERIALS ON TOP. WATER DAMAGED MATERIALS WILL SAG AND DISTORT ESPECIALLY UNDER PRESSURE, CAUSING PERMANENT DEFORMITIES.**

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5. Seal box with packing tape and label contents with marker on all four sides as well as the top.
6. Stack 24-30 boxes (heaviest on the bottom, lightest on the top) on a shipping pallet. Shrink wrap entire pallet. Try to wrap same classification materials together.
7. Keep a record of what books are drying where.
8. Stand books upright (head to toe) in well ventilated drying area with fans or air conditioners to keep the air circulating. A book is completely dry when it is no longer cool to the touch.
9. While air drying, in the manner described above, the pages of some books may start to pull out of their covers under the extra water weight. Turn these books over (head to toe, toe to head) every 30 minutes to evenly distribute the pull.
10. Especially damp books can be interleaved to remove additional excess moisture. Place unprinted, clean flat paper towels every 20 or 30 pages; be sure to change toweling and alternate pages every 15 minutes to prevent distortion. **DO NOT USE FOLDED TOWELS AS THEY WILL PERMANENTLY DISTORT PAPER.**
11. Some books will dry distorted and misshapen. This can be greatly reduced **AFTER** completely drying by placing volumes under light pressure or, in extreme cases, rebinding.

**SUPPLIES:**

pens  
dehumidifiers  
note paper  
large strong trash bags  
fans  
sponges  
clean water source  
unprinted paper towels

To pack up and move materials to drying area include:

markers for labeling  
uniform 1 and 1v cubic foot, 200 test lb. cardboard boxes  
unprinted newsprint  
wooden shipping pallets  
large size shrink wrap

## RECOVERY PROCEDURES FOR WET BOOKS AND PAPER

WET BOOKS (as opposed to DAMP BOOKS) are defined as books that are dripping water. They are extremely fragile and must be handled carefully as pages can easily fall out and covers can separate from the text block.

WET BOOKS should be vacuum freeze dried by a professional in the case of a major emergency. Vacuum freeze drying dries the material with the least distortion as the water goes directly from the liquid to gaseous state (vapor) without passing through the solid state, i.e., ice never forms. Meat freezers and household freezers do allow ice to form and consequently are not adequate.

### CAUTION:

1. Control the environment. Warm humid air encourages mold and mildew growth which can be more damaging than the original emergency. Try to keep the temperature below 70 Fahrenheit and the relative humidity below 55%. Use fans and dehumidifiers if needed. Keep the air in the area circulating.
2. Before starting any pack procedures, know what the damaged materials are. Specifically, glossy paper (like magazine paper, art books, etc.) is not salvageable after 5-6 hours in water as the inks run and the pages become irrevocably stuck together. Move on immediately to concentrate on salvageable material. Leather and vellum bindings are extremely fragile and should be rescued early or not at all.
3. NEVER try to reshape or force wet books open as this will cause harmful distortion or further mechanical damage. Do not remove damaged covers; books can be rebound or treated AFTER they are dry.
4. Sponge off mud and debris with clean water but ONLY if the material does not have any water soluble components such as watercolors, runny inks, tempera or dyes. Such material should be freeze dried and cleaned when dry.
5. DO NOT OVER PACK BOXES!
  - o The box will be too heavy to move.
  - o The freezing process works well only if it is slow and uniform.
  - o Over packed boxes will prevent books on the inside from drying at the same rate as those near the outside.
  - o Books must have room to swell during freezing.
6. Minimize handling of wet books. Paper and bindings are very fragile when wet.

**PROCEDURES:** Keep a written record of what volumes are in which box (by range and call number) and remember to clearly label each box.

1. Use 2 and 1v cubic foot, 200 test lb. cardboard boxes to pack and ship books to the freezer. A one cubic foot box will hold about 15 volumes and weighs about 50 pounds when loaded with water-logged books.

2. Wrap each book in one piece of unprinted newsprint; this will prevent colors from bleeding into one another and books from freezing together. Precut sizes to save time.
3. Pack books SPINE SIDE DOWN IN A SINGLE ROW ON THE BOTTOM OF THE BOX.

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**THIS ARRANGEMENT IS VERY IMPORTANT! DO NOT STACK BOOKS OR OTHER MATERIALS ON TOP. WATER DAMAGED MATERIALS WILL SAG AND DISTORT ESPECIALLY UNDER PRESSURE, CAUSING PERMANENT DEFORMITIES.**

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4. Seal box with packing tape and label contents with a marker on all four sides as well as the top.
5. Stack 24-30 boxes (heaviest on the bottom, lightest on the top) on a shipping pallet. Shrink wrap entire pallet. Try to wrap same classification materials together.
6. Ship books to vacuum freeze dry facility in refrigerated or freezer trucks to prevent mold growth. Keep careful records of shipment contents and dates.

**SUPPLIES:**

pens  
note paper  
markers for labeling  
uniform 1 and 1v cubic foot, 200 test lb. cardboard boxes  
unprinted newsprint  
wooden shipping pallets  
large size shrink wrap  
garden hoses  
sponges  
clean water source

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**RECOVERY PROCEDURES FOR PHOTOGRAPHIC PRINTS**

Most photographs can be saved from water and smoke damage but not fire damage as the emulsion layer will melt from the heat. The following salvage procedures apply to photographic prints only.

**Contact the Board of Directors before undertaking instructions below.**

**CAUTION:**

1. Only freeze photographs if they can be professionally dried as ice crystals may rupture the emulsion layer leaving marks on the film.
2. If you must freeze, use a BLAST FREEZER which will freeze quickly forming small crystals. Small crystals will cause less damage than large crystals in the drying process.
3. When handling photographs, always do so at the edge as the emulsion layer will suffer damage easily.

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**DRY PHOTOGRAPHS SHOULD ALWAYS BE HANDLED WITH WHITE COTTON GLOVES TO PREVENT FINGERPRINTS.**

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**MINOR EMERGENCIES**

If a small number of photographs are water damaged, they can be treated in-house; if the situation is more serious, like severe smoke damage or staining, consult a professional photo conservator.

**PROCEDURES:**

1. Retain all bibliographic information.
2. Try to separate photographs from one another ONLY if the emulsion layers (image side) are not sticking to each other.
3. If a damaged photograph is in a frame, attempt to remove it only if the emulsion layer is not stuck to the glass; if so, leave the photograph in place and contact a professional photograph conservator .
4. Rinse muddy photographs in COLD CLEAN RUNNING water. Because items must remain wet prior to air drying or blast freezing, some damaged items may need short term immersion in COLD CLEAN RUNNING water contained in trays, or large PLASTIC (not metals as the chemicals may react) garbage containers. Agitate the water periodically and remove to dry after 30 minutes. If necessary, most non-color photographic processes can withstand immersion in water for up to 72 hours without serious damage. Color photographs can only be immersed in water up to 48 hours before the colors start to separate.
5. Remove photograph from the clean water and place it IMAGE SIDE UP on a rigid support like plexiglass, glass, or stiff cardboard.
6. Tilt the photograph (on the support) to allow excess water to run off.
7. Spread the photographs out face up on clean blotting paper or paper towels to air dry in a clean dry area. Some photographs will curl when drying. Consult a photograph conservator to flatten them after they are dry. Locate expert services before any preservation attempts.

## **SUPPLIES:**

pens  
clean water source  
note paper  
blotting paper or paper towels  
large plastic garbage containers  
white cotton gloves  
plexiglass sheets  
sponges  
garden hoses

## **MAJOR EMERGENCIES**

**Contact Library Board of Directors before undertaking instructions below.**

### **Black and White Prints**

#### **PROCEDURES:**

Retain all bibliographic information and labeling.

1. Try to separate photographs from one another ONLY if their emulsion layers (image side) are not sticking to each other.
2. If a damaged photograph is in a frame, attempt to remove it only if the emulsion layer is not stuck to the glass. Otherwise, leave the photograph in place and contact a professional photo conservator .
3. Rinse muddy photographs in COLD CLEAN RUNNING water. Because items must remain wet prior to air drying or blast freezing, some damaged items may need short term immersion in COLD CLEAN RUNNING water contained in trays, or large PLASTIC (not metals as the chemicals may react) garbage containers. Agitate the water periodically and remove to dry after 30 minutes. If necessary, most non-color photographic processes can withstand immersion for up to 72 hours without serious damage.
4. Remove photograph from the clean water and place it IMAGE SIDE UP on a rigid support like plexiglass, glass, or stiff cardboard.
5. Tilt the photograph (on the support) to allow excess water to run off.
6. Spread the photographs out face up on clean blotting paper or paper towels to air dry in a clean dry area. Some photographs will curl when drying. Consult a photograph conservator to flatten them after they are dry
7. Or, contact a professional photographic reprocessing plant ASAP for cleaning and drying prints

## Color Prints

### PROCEDURES:

1. Retain all bibliographic information and labeling.
2. Try to separate photographs from one another ONLY if their image sides are not sticking to each other.
3. If a damaged photograph is in a frame, attempt to remove it. If the print is stuck to the glass frame, do not remove it. Leave the photograph in place and contact a professional photograph conservator.
4. Rinse muddy photographs in COLD CLEAN RUNNING water. Because items must remain wet prior to air drying or blast freezing, some damaged items may need short term immersion in COLD CLEAN RUNNING water contained in trays, or large PLASTIC (not metals as the chemicals may react) garbage containers. Agitate the water periodically and remove to dry after 20 minutes. If necessary, color prints can remain immersed in water for 48 hours before the colors start to separate.
5. Remove photograph from the clean water and place it IMAGE SIDE UP on a rigid support like plexiglass, glass, or stiff cardboard.
6. Tilt the photograph (on the support) to allow excess water to run off.
7. Spread the photographs out face up on clean blotting paper or paper towels to air dry in a clean dry area. Some photographs will curl when drying. Consult a photograph conservator to flatten them after they are dry .
8. Or, contact a professional photographic reprocessing plant ASAP for cleaning and drying prints .
9. If necessary, blast freeze until arrangements can be made with professional reproducers.

### 10. SUPPLIES:

Pens	blotting paper or paper towels
note paper	white cotton gloves
large plastic garbage containers	
garden hoses	
clean water source	
white cotton gloves	
sponges	
plexiglass sheets	

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## RECOVERY PROCEDURES FOR PHOTOGRAPHIC FILMS

PHOTOGRAPHIC FILMS include all types of processed films such as microfilm, microfiche, photographic film, slides and movie reel film.



In most cases of fire, the extreme heat of the flames will damage microforms beyond repair, i.e., they will melt. Smoke and water damaged materials, however, can be salvaged. For major and minor emergencies, follow the instructions below. In extreme cases, the instructions below will stabilize the material until professional help is available. Microfilm and movie reel film are very difficult to handle and are best handled by a photographic film reprocessing company (see

**CAUTION:**

1. Never let water-damaged photographic materials dry out.
2. Handle wet photographic films very carefully, touching only the edge of the film. When wet, the emulsion layer of photographic films soften and are very fragile and can be easily damaged.
3. Handle dry photographic films with white cotton gloves.

**PROCEDURES:**

1. Remove microfilm and roll film from their containers and their reels. Remove format films from their sleeves. If film cannot be separated from sleeves, enclosures, or each other, soak them as instructed below before trying to separate them. If possible, try to retain labeling/cataloguing information for identification purposes later.
2. Transfer the film into large PLASTIC (not metal as the chemicals in the film will react) garbage containers filled with COLD CLEAN water, preferably running water. If running water is not available, agitate water periodically. Change the water when it becomes warm or dirty. Wash for 30 minutes. If necessary, photographic films can stay in water for up to TWO DAYS without damage.
3. Black and white films should be dipped, or rinsed in a wetting solution such as Kodak Photoflo. Color slides and transparencies should be rinsed for 10 to 15 seconds in Kodak E6 stabilizer. Color negatives should be rinsed for one minute in Kodak C41 stabilizer.
4. After rinsing, dry at room temperature in a dust-free area.
5. Or, contact a professional photographic film reprocessing company as soon as possible

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**MICROFORMS MUST BE SHIPED SUBMERGED IN WATER AND IN SEALED CONTAINERS USUALLY PROVIDED BY THE REPROCESSING COMPANY.**

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**SUPPLIES:**

pens  
note paper  
large plastic garbage containers  
small buckets  
garden hoses  
clean water source  
white cotton gloves  
sponges

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**RECOVERY PROCEDURES FOR COMPUTER EQUIPMENT**

Report to the Library Director failure of individual office workstations or an emergency in an office area which jeopardizes computer equipment.

In the event of a central system failure or any emergency (electrical, plumbing, etc) which could cause the failure of a central system, alert the Library Director.

If the building is being evacuated, the following actions should be taken:

**PROCEDURES:**

1. "Save" work being done on systems and close files.
2. Turn off workstation and peripherals.

## COLLECTION PRIORITIES FOR DISASTER RECOVERY

### Criteria

**Priority one** High priority materials characterized by one or more of the following criteria:  
Strong collections;  
Collections that are irreplaceable, unique or that would be prohibitively expensive to replace, e.g. special collections and foreign language materials;  
Collections that are heavily used.

**Priority two** Core collection materials.

**Priority three** Lesser priority materials characterized as follows:

Materials that are not heavily used and that are not essential;  
Subject areas where currency (i.e. materials that could be replaced relatively easily) is most important;  
Materials that we own in another format or that could be readily replaced in another format, e.g. certain runs of serials or areas where major preservation microfilming projects have been done by other libraries or commercial vendors;  
Subject areas where our collecting has been spotty and the collection is of marginal value and interest.

A floor plan of the library and museum is attached. A copy is in the library director's file.

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## BOMB THREATS

If a suspicious object or package is found, call 911 immediately.

If a staff member receives a call reporting a bomb threat, he or she should remain calm and WRITE DOWN the answers to the following questions:

- When will the bomb explode?
- Where is the bomb?
- When was it planted?
- What does the bomb look like?
- What type of bomb is it?

The staff member receiving the threat should carefully WRITE DOWN the following information:

- The exact words of the caller.
- The explicit motive for the threat.
- The quality of the caller's voice: does the caller sound young or old, male or female? Does the caller have an accent? Does the caller sound nervous, determined, etc.?

Call 911. Evacuate the building immediately as done in a fire alarm.

## **VANDALISM/CRIME**

Vandalism includes but is not limited to the following: damaging or defacing the library building, furniture or equipment; damaging or defacing library books, such as tearing out pages, tearing out sections of pages, stealing library books, writing in library books; eating in the library; and smoking in the library, including bathrooms and private study rooms.

To report cases of vandalism OR crime, contact the Fredonia Police Department 679-1531. In the case of serious destruction of library materials or facilities, do not confront the suspect..

## **SHELVING COLLAPSE**

Collapse of shelving, or other structural accidents, such as the collapse of a ceiling or a wall, can be the results of explosions, earthquake, flood or natural deterioration.

When structural damage occurs, call the Administrator of the Village of Fredonia, 679-2302, who will assess the structural damage and/or call the Police or Fire Departments if necessary. **DO NOT ATTEMPT TO ENTER THE AREA UNTIL VILLAGE OFFICIALS HAVE INSPECTED IT.**

In the event of a major shelving collapse, call the Village of Fredonia Administrator, 679-2302 immediately. Do not enter the area until the village officials have inspected it.

## **RODENT, INSECT AND MOLD INFESTATION**

Many species of fungi and insects can damage library materials. Mold will discolor and weaken paper and bindings; insects such as cockroaches and silverfish attack paper, book cloth, starch paste, animal glue and leather bindings for their cellulose content; rodents such as rats and mice will also destroy many types of library material. The temperature and relative humidity are controlled to discourage mold growth.

All cases of rodent, insect and mold infestation in library material should be reported immediately to the Library Director/ Museum Curator. The affected material should be isolated as soon as possible from non-affected material using sealable polyethylene "zip-lock" type bags. Extreme care should be taken in handling this material as it can be harmful to humans as well as library materials. The Library Director/Museum Curator will decide if the damage can be handled in the library or if outside help is needed.

## SUMMONING MEDICAL ASSISTANCE

If someone is injured or sick and in need of emergency help, call 911.

### INVENTORY OF SHARED EMERGENCY SUPPLIES MAY INCLUDE BUT ARE NOT LIMITED TO:

#### **Item Description**

Bleach

Brooms

Cell Phone Camera or Camera

Cardboard boxes, 1 or 1.5 cubic feet, 200 test lb., flattened

Dehumidifier

Extension cords, 12 ft.

Fans, electric

First aid kit, 10-15 people

Flashlight with extra batteries

Garbage container, large plastic

Garbage bags

Markers, permanent

Mops

Newsprint, unprinted

Note paper

Packing tape dispenser, loaded

Packing tape

Paper towels, unprinted

Pens

Plastic buckets

Plastic gloves, disposable vinyl

Plastic sheeting, 4 mil

Sorbent pads

Sponges

Wet dry vacuum

White cotton gloves

**APPENDIX A:  
DAMAGE EVALUATION FORM**

*Use this form as a master; make copies of this form for use. A separate form should be filled out for each floor affected.*

*This form must be filled out during initial damage assessment by the Disaster Preparedness Committee and \_\_\_\_\_. A completed copy of this form must be sent to \_\_\_\_\_.*

1. Date:
2. Floor/Department:
3. Type of damage (water, fire, etc.):
  
4. Type of material damaged (books, photographs, etc.):
  
5. Extent of damage (how many volumes, reels, linear feet etc.):
  
6. Environmental conditions (dampness, heat, etc.):
  
7. Condition of surrounding area (wet carpets, wet walls, broken files, etc.):
  
8. Form prepared by:\_\_\_\_\_

## POST DISASTER REPORT FORM

Use this form as a master; make copies of this form for use. A completed copy of this form must be sent to \_\_\_\_\_.

1. Date of disaster:
2. Floor/Department:
3. Type of disaster:
  - Water (flood/leak)
  - Fire
  - Other - please describe:
4. Source of problem:
  - Water:**
    - Pipe(s)
    - Drain(s)
    - Sink/Toilet
    - Roof
    - Other:
  
  - Fire:**
    - Electrical
    - Waste paper
    - Other:
5. Area(s) affected:
  - East
  - West
  - North
  - South
  - Range(s) affected:
6. Approximate number of items involved:
7. Types of materials affected and amounts of each:
  - Books
  - Microforms
  - Drawings
  - Manuscripts
  - Audiovisual
  - Software
  - Other - please describe:
8. Recovery options used: (List approximate number of items treated by each method below)
  - Air Dry/Interleaving
  - Freeze
  - Replacement
  - Rebind
  - Withdrawn
  - Evidence of mold



# Museum Emergency Response Policy

Revised February 2022

**Purpose:** To respond to emergency threats to the collection by outlining staff procedures for documenting and mitigating damage. This policy addresses the immediate care of collections once a disaster has occurred, and after the emergency plan regarding personnel has already been completed. This is a guide intended for staff use in the 48 hours after an emergency has been reported, so it focuses on the threat of water damage due to the urgency of that event and the ability of staff to begin recovery efforts. An emergency contact list is included for the disasters in which outside services should be contacted first, including fire, flooding, or theft.

**Procedure:** After confirming that the museum is safe for reentry, proceed with remediation steps below:

## **Threats from Water Damage**

Remediation for water damaged collections begins by notifying the curator of collections. Unless instructed otherwise, begin following the instructions below:

### **Object Handling:**

Unless further damage to an artifact is imminent, its condition should be documented before remediation is applied. Handling should follow the guidelines in the table below (Appendix A: Salvage at a Glance).

## **Documentation of Damage:**

After the broad stroke assessment is complete and an initial action plan has been adopted, detailed condition records should be made for each collection object or group of objects.

Be flexible: if it is necessary to perform mitigation operations to save objects, documentation may have to wait until after relocation.

Be patient: documentation may slow down your “response pace,” but it is important to keep accurate records of the condition and location of all collection materials involved in an emergency incident.

As conditions allow, document objects in the following order:

- Objects that are in immediate danger
- Objects that are closest or most accessible to you
- Most valued objects (i.e., objects on the “priority” object list)
- Most vulnerable objects (generally organic materials)
- Most damaged objects
- Least damaged objects

### **A. Photographic Documentation**

Visually record damaged area with a still or video camera. Capture both typical examples of damage and specific objects by themselves in situ. Photograph also the response and recovery operations.

### **B. Written Documentation**

Prepare Damage Assessment Forms (Appendix B):

1. Accession number (If number is missing or unreadable, assign a supplemental number for tracking purposes.)
2. Type of object
3. Location in the room
4. Condition
  - If object is broken, note number of pieces
  - If there is major damage, note type

Note: Depending on the extent and the nature of the incident, these records may be completed at the incident site, or may take place at the triage site.

## **Dry the Collections**

Dry the collections quickly, but in a controlled manner:

- Remove collections from wet areas
- Separate unaffected from affected collection items
- Set up work areas to dry, clean, and house collections
  - Working outside the building may be best if humid, wet or moldy conditions exist inside
  - Working indoors may be best for collections control and security or in bad weather
- Control airflow and monitor collections to regulate the rate of drying. There is no risk of over drying, but mold growth remains a risk
- Avoid creating secondary damages, (ex. rust or mold growth, media bleed, separation or loss of collection components and/or identifying information)
- Spread out collections to dry, allowing ample air circulation. Use fans to circulate air around, but not directly on, collections
- Lower the temperature in the water-damaged area to slow the growth of mold
- Handle collections carefully, as structures and media may be more vulnerable while wet
- Use carrying supports and prepare “landing” surfaces, using products such as plastic sheeting, tarps, window screening, clean fabric, etc.
- Use absorbent materials such as paper towel, blotter, clean fabric, etc. to hasten drying. Absorbent materials may be reused if dried and kept clean.

- Avoid stacking
- Arrange “flat” collections items (ex. paintings, works on paper) with media side up
- Unframe paper-based items, if possible
- Stand structurally sound books upright, fanning pages open. Place absorbent interleaving paper between groups of pages. Do not overfill, which stresses the binding with added thickness. Change interleaving often
- Hang structurally stable collections (ex., photographic negatives, slides, small pamphlets, etc.) from clothesline, using plastic paper clips, binder clips, or plastic clothespins
- Pad and support three-dimensional collections' shape (ex. textile, basket, leather) using absorbent materials. Some items, (ex. furniture, sculpture) may require clamping or bracing

## Important Considerations

- Make sure everything is completely dry before boxing.
- Collections will often require further treatment after drying.
- Monitor all collections regularly as they remain vulnerable, even after drying.
- Most commercial products (ex., Lysol, Thymol, or bleach) are ineffective long-term and can cause permanent damage.

## Supply checklist

- fans
- dehumidifier
- polyethylene bin
- polyethylene sheets
- paper towels
- terrycloth towel
- nitrile gloves
- N95 masks

(Adapted from National Museum of Natural History's policy.)

## Appendix A: Salvage at a Glance (Water Damage)

<i><b>Material</b></i>	<i><b>Priority</b></i>	<i><b>Handling Precautions</b></i>	<i><b>Packing Method</b></i>	<i><b>Drying Method</b></i>
<b>Paper Documents &amp; Manuscripts</b>				
<b>Stable media</b>	Freeze or dry within 48 hours.	Don't separate single sheets.	Interleave between folders and pack in milk crates or cartons.	Air, vacuum, or freeze dry.
<b>Soluble inks</b> (felt pens, colored pens, ball point pens)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or cartons.	Air or freeze dry.
<b>Maps &amp; Plans</b>				
<b>Stable media</b>	Freeze or dry within 48 hours.	Use extra caution if folded or rolled.	Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly covered plywood.	Air or freeze dry.

	<b>Soluble media</b> Maps and plans by photoreproductive processes Hand colored maps	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack as above.	Air or freeze dry.
	<b>Drafting linens</b>	Immediately freeze or dry.	Avoid pressure - inks can smear away.	Pack like maps in containers lined with plastic.	Air or freeze dry. Air dry by separating sheets and interleaving.
	<b>Maps on coated papers</b>	Immediately freeze or dry.		Pack like maps in containers lined with plastic.	Freeze drying preferred.
<b>Books</b>					
	<b>Books and pamphlets</b>	Freeze or dry within 48 hours.	Do not open or close, do not separate covers.	Separate with freezer paper, pack spine down in milk crate or cardboard box 1 layer deep.	Air, vacuum, or freeze dry.
	<b>Leather and vellum bindings</b>	Immediately dry; or freeze if many books.	Do not open or close, do not separate covers.	Separate with freezer paper, pack spine down in milk crate or cardboard box 1 layer deep.	Air dry.
	<b>Books and periodicals with coated papers</b>	Immediately freeze or dry.	Do not open or close, do not separate covers.	Keep wet; pack spine down in containers lined with garbage bags.	Freeze drying preferred. Air dry by fanning pages and interleaving.
<b>Parchment &amp; Vellum Manuscripts</b>					

		Immediately freeze or dry.		Interleave between folders. Pack oversize materials flat.	Air or freeze dry. Do not freeze dry gilded or illuminated manuscripts.
<b>Works of Art on Paper</b>					
	<b>Prints and drawings with stable media</b>	Freeze or dry within 48 hours.	Don't separate single sheets.	Interleave between folders and pack in milk crates or cartons.	Air, vacuum, or freeze dry.
	<b>Oversize prints and drawings</b>	Freeze or dry within 48 hours.	Use extra caution if folded or rolled.	Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly covered plywood.	Damp - air or freeze dry. Wet - freeze drying preferred.
	<b>Framed prints and drawings</b>	Freeze or dry within 48 hours.	Handle with care - glass.	Unframe if possible, then pack as above.	Once unframed and unmatted, air or freeze dry.
	<b>Soluble Media</b> Watercolors, soluble inks, and hand colored prints	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or cartons.	Air or freeze dry.
	<b>Coated papers</b> (e.g., posters)	Immediately freeze or dry.		Keep wet in containers lined with garbage bags.	Freeze drying preferred. Air dry by separating pages and interleaving.
<b>Paintings</b>					

		Immediately dry.	Drain and carry horizontally.	Face up without touching paint layer	Air dry. Tilt the painting to drain off excess water, and take it to work area for immediate drying. Transport horizontally if you can; if not, carry the painting facing toward you, holding the side of the frame with the palms of your hands.
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**Computer Media**

<b>Tapes</b>	Immediately rinse off tapes soaked by dirty water. Dry within 48 hours if paper boxes and labels; otherwise, tapes can stay wet for several days. Do not freeze.	Do not touch magnetic media with bare hands. Handle open reel tapes by hubs or reel.	Keep tapes wet in plastic bags. Pack vertically in plastic crate or tub.	Air dry or test vacuum drying without heat.
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<b>Floppy Disks</b>	Immediately pack. Do not freeze.	Do not touch disk surface with bare hands.	Keep wet. Pack vertically in plastic bags or tubs of cold water.	Air dry.
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**Compact Discs & CD ROMs**

	Immediately dry discs. Dry paper enclosures within 48 hours.	Do not scratch the surface.	Pack vertically in crates or cardboard cartons.	Air dry.
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**Sound and Video Recordings**

<p><b>Sound and Videotapes</b></p>	<p>Immediately rinse off tapes soaked by dirty water. Dry within 48 hours if paper boxes and labels; otherwise, tapes can stay wet for several days. Do not freeze.</p>	<p>Do not touch magnetic media with bare hands.</p>	<p>Keep tapes wet in plastic bags. Pack vertically in plastic crate or tub.</p>	<p>Air dry or test vacuum drying without heat.</p>
<p><b>Shellac and Acetate Discs</b></p>	<p>Immediately dry. Dry enclosures within 48 hours.</p>	<p>Discs are very fragile. Hold discs by their edges. Avoid shocks.</p>	<p>Pack vertically in ethafoam-padded crates.</p>	<p>Air dry, preferably with a record cleaning machine.</p>
<p><b>Vinyl Discs</b></p>	<p>Dry within 48 hours. Freezing is untested; if it is necessary, freeze at above -18° C (0° F). Freeze or dry enclosures within 48 hours.</p>	<p>Hold discs by their edges. Avoid shocks.</p>	<p>Pack vertically in ethafoam-padded crates.</p>	<p>Air dry, preferably with a record cleaning machine.</p>

**Black & White Prints**

<p><b>Albumen prints</b></p>	<p>Freeze or dry within 48 hours.</p>	<p>Do not touch binder with bare hands.</p>	<p>Interleave between groups of photographs.</p>	<p>Air dry; thaw and air dry.</p>
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	<b>Matte and glossy collodion prints</b>	Freeze or dry within 48 hours.	Avoid abrasion. Do not touch binder with bare hands.		Air dry; thaw and air dry; or freeze dry.
	<b>Silver gelatin printing out and developing out papers</b>	Freeze or dry within 48 hours.	Do not touch emulsion with bare hands.	Keep wet. Pack in plastic bags inside boxes.	Order of preference: 1) Air dry, 2) thaw and air dry, 3) freeze dry. Do not vacuum dry.
	<b>Carbon prints and Woodburytypes</b>	Immediately freeze or dry.	Handle carefully - swelling of binder.	Horizontally.	Air dry or thaw and air dry.
	<b>Photomechanical prints</b> (e.g., collotypes, photogravures) <b>Cyanotypes</b>	Freeze or dry within 48 hours.	Do not separate single sheets.	Interleave every 2" and pack in boxes or crates.	Air dry or freeze dry.
<b>Color Photographs</b>					
	<b>Dye transfer prints</b>	Package to prevent damage - recovery rate is poor. Immediately dry.	Do not touch emulsion.	Transport horizontally.	Air dry face up.
	<b>Chromogenic prints and negatives</b>	Freeze or dry within 48 hours.	Do not touch binder with bare hands.	Keep wet. Pack in plastic bags inside boxes.	Order of preference: 1) Air dry, 2) thaw and air dry, 3) freeze dry. Do not vacuum dry.

**Cased Photographs**

<b>Ambrotypes Pannotypes</b>	Recovery rate is low. Immediately dry.	Handle with care - glass supports and extremely fragile binder.	Horizontally in a padded container.	Air dry face up. Never freeze.
<b>Daguerreotypes</b>	Immediately dry.	Handle with care - fragile surface, cover glass.	Horizontally in a padded container.	Air dry face up. Never freeze.
<b>Tintypes</b>	Immediately dry.	Handle with care - fragile binder.	Horizontally.	Air dry. Never freeze.

**Negatives**

<b>Wet collodion glass plates</b>	Recovery rate is low. Immediately dry.	Handle with care - glass supports and fragile binder.	Horizontally in a padded container.	Air dry face up. Never freeze.
<b>Gelatin dry plate glass negatives</b>	Freeze or dry within 48 hours.	Handle with care - glass.	Keep wet. Pack in plastic bags, vertically in a padded container.	Air drying preferred; or thaw and air dry; freeze dry.
<b>Deteriorated nitrates with soluble binders</b>	Immediately freeze or dry. Recovery rate may be low.	Do not blot.	Horizontally.	Air dry; thaw and air dry; test freeze drying.
<b>Deteriorated acetates</b>	Immediately freeze or dry. Recovery rate is low.	Handle carefully - swelling of emulsion.	Horizontally.	Air dry; thaw and air dry; test freeze drying.

	<b>Polyester based film, nitrates and acetates in good condition</b>	Freeze or dry within 48 hours.	Do not touch emulsion with bare hands.	Keep wet. Pack in small plastic bags inside boxes.	Order of preference: 1) Air dry, 2) thaw and air dry, 3) freeze dry. Do not vacuum dry.
<b>Transparencies</b>					
	<b>Lantern slides, silver gelatin</b>	Freeze or dry within 48 hours.	Handle with care - loose binding tapes and glass.	Vertically in a padded container.	Air drying preferred; thaw, and air dry.
<b>Color Transparencies</b>					
	<b>Additive color transparencies (most are glass)</b> Autochromes, Agfacolor, Dufaycolor	Package to prevent damage - recovery rate is very poor. Immediately dry.	Handle with care - loose binding tapes and glass.	Horizontally in a padded container.	Air dry. Never Freeze
	<b>Chromogenic color transparencies</b> <b>Mounted color slides and sheet films</b>	Freeze or dry within 48 hours.	Handle by mounts or edges.	Keep wet. Pack in plastic bags inside box.	Order of preference: 1) Air dry in mounts if possible, 2) thaw and air dry, 3) freeze dry. Do not vacuum dry.
<b>Motion Pictures</b>					

		Rewash and dry within 48 hours.		Keep wet. Pack in plastic pails or cardboard cartons lined with garbage bags.	Arrange with a film processor to rewash and dry.
<b>Microforms</b>					
	<b>Microfilm rolls</b>	Rewash and dry within 48 hours.	Do not remove from boxes; hold carton together with rubber bands.	Keep wet. Pack (in blocks of 5) in a cardboard box lined with garbage bags.	Arrange with a microfilm processor to rewash and dry.
	<b>Aperture cards</b>	Freeze or dry within 48 hours.		Keep wet. Pack in plastic bags inside boxes.	Air dry, or thaw and air dry.
	<b>Jacketed microfilm</b>	Freeze or dry within 48 hours.		Keep wet. Pack in plastic bags inside pail or box.	Air dry, or freeze, thaw and air dry.
	<b>Diazo and vesicular microfiche</b>	Freeze or dry within 48 hours.		Interleave between envelopes and pack in milk crates or cartons.	Air dry, or freeze, thaw and air dry.

(Table adapted from the Western Association for Art Conservation)

## Appendix B: Damage Assessment Form

ACCESSION No. & OBJECT NAME (Assign temporary number if unknown)	CONDITION (if broken, list number of pieces)	DAMAGE TYPE	ORIGINAL LOCATION	NEW LOCATION (if moved from original location)	Photograph Taken? Y/N

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## **Emergency Contact List**

Copies to be posted in the Registrar's office.

Italicized entries on this list are removed from the public posting because they are personal phone numbers reserved for emergency use.

Fredonia Police: (716) 679-1531

Fire Department: (716) 672-2125

DFT Main Office: (716) 673-3000

Streets Department: (716) 679-2304

Mayor's Office: (716) 679-2301

National Fuel: (800) 444-3130

National Grid Account Number: 6233674109

Gugino (Heat and AC): (716) 679-0080

Barker Library: (716) 672-8051

Barker Museum: (716) 672-2114

*Library Director (Graham Tedesco-Blair): (716) 816-9098*

*Curator (Max Walters): (586) 770-9964*

*General Contractor (Wesley Bartoo): (716) 665-8825*

National Heritage Responders emergency help line: 202-661-8068

## **Commercial recovery services**

Servpro of Jamestown (Fire and Water): (716) 338-4901

Belfor National Hotline: (800) 856-3333