

# AN OUNCE OF PREVENTION

**S e c o n d   E d i t i o n**

*Integrated Disaster Planning for  
Archives, Libraries, and Record Centres*

**J O H A N N A   W E L L H E I S E R  
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# Ounce Of Prevention Integrated Disaster Planning For Archives Libraries And Record Centers

**John D. McDonald, Michael Levine-Clark**



## **Ounce Of Prevention Integrated Disaster Planning For Archives Libraries And Record Centers:**

**An Ounce of Prevention** Johanna G. Wellheiser, Jude Scott, Canadian Archives Foundation, 2002 Fire flood earthquake vandalism a terrorist attack the issues of safety measures emergency response and disaster recovery have now become an important part of the planning strategies for most organizations For the information organization such as a library archives or record center this responsibility has taken on new dimensions with the proliferation of various forms of electronic media The authors take the approach that disaster recovery planning must touch every department of an organization and that emergency response must be a carefully mapped strategy This broad based approach to integrated disaster planning explains each phase of disaster planning with chapters covering prevention planning protection planning preparedness planning response planning and recovery planning The authors consider collections records facilities and systems and include a chapter on post disaster planning as well The authors also cover federal and local assistance programs and list other sources for financial assistance Although the main thrust of the book is the protection of documents human safety in case of disaster is stressed explicitly and implicitly throughout Indispensable for every information organization **An Ounce of Prevention**

Johanna Wellheiser, Jude Scott, Canadian Archives Foundation, 2002-02-11 An Ounce of Prevention is a comprehensive and practical guide to the process of disaster planning This completely revised and expanded publication builds on the strengths of its award winning predecessor Used as a planning tool it will help you develop strategies for effective disaster prevention and recovery **Emergency and Disaster Management: Concepts, Methodologies, Tools, and Applications**

Management Association, Information Resources, 2018-07-06 In a world of earthquakes tsunamis and terrorist attacks emergency response plans are crucial to solving problems overcoming challenges and restoring and improving communities that have been affected by these catastrophic events Although the necessity for quick and efficient aid is understood researchers and professionals continue to strive for the best practices and methodologies to properly handle such significant events Emergency and Disaster Management Concepts Methodologies Tools and Applications is an innovative reference source for the latest research on the theoretical and practical components of initiating crisis management and emergency response Highlighting a range of topics such as preparedness and assessment aid and relief and the integration of smart technologies this multi volume book is designed for emergency professionals policy makers practitioners academicians and researchers interested in all aspects of disaster crisis and emergency studies **Disaster Management for Libraries and Archives**

John Feather, 2017-03-02 Disaster planning might not seem a pressing concern until disaster strikes Recent events have reminded us that any collection or service may be at risk and libraries and archives must have prevention and recovery measures in place Written by academics and practitioners drawing on firsthand experience and research worldwide including Australia Scandinavia and the USA Disaster Management for Libraries and Archives reviews and explains the importance and scope of disaster management planning and what can be done before during and after incidents The book begins by

explaining how to develop a disaster control plan outlining the different phases from prevention to recovery and goes on to provide guidance on risk assessment and management methods which should underpin disaster planning Individual chapters then focus on fire and flooding bringing together lessons learned from recent disasters in the UK with case study material including information on prevention systems and reaction and recovery measures A chapter on cooperative projects in the USA follows providing examples of how collaborative partnerships and networks can be organized so that help expertise and resources can be shared to facilitate management of disasters The effect on people both employees and users must never be overlooked this is the emphasis of the second half of the book Research on the impact of a major library fire in Sweden forms the basis of the next chapter which explains how the psychological impact of disasters on both staff and the local community can be managed The following chapter describes the devastating effects on cultural institutions and their staff of war in Croatia in the early 1990s and extraordinary achievements against the odds Ways of maintaining immediate temporary service continuity along with planning for long term restoration of services are exemplified by a case study of the fire at the Central Library of Norwich Disaster Management for Libraries and Archives offers advice and insight for managers beginning to work on or reviewing disaster management within their organizations The accounts of actual events highlight the real life challenges faced and the effectiveness of appropriate solutions while the guide to information sources at the end of the book signposts readers to a wealth of other useful material

**Archives** Laura A. Millar, 2017-05-11 This new and extensively revised second edition offers an international perspective on archives management providing authoritative guidance relevant to collections based repositories and to organizations responsible for managing their own institutional archives Written in clear language with lively examples Archives Principles and practices introduces core archival concepts explains best practice approaches and discusses the central activities that archivists need to know to ensure the documentary materials in their charge are cared for as effectively as possible Topics addressed include core archival principles and concepts archival history and the evolution of archival theories the nature and diversity of archival materials and institutions the responsibilities and duties of the archivist issues in the management of archival institutions the challenges of balancing access and privacy in archival service best practice principles and strategic approaches to central archival tasks such as acquisition preservation reference and access detailed comparison of custodial fonds oriented approaches and post custodial functional approaches to arrangement and description Discussion of digital archives is woven throughout the book including consideration of the changing role of the archivist in the digital age In recasting her book to address the impact of digital technologies on records and archives Millar offers us an archival manual for the twenty first century This book will be essential reading for archival practitioners archival studies students and professors librarians museum curators local authorities small governments public libraries community museums corporations associations and other agencies with archival responsibility

**Comprehensive Guide to Emergency Preparedness and Disaster Recovery** Frances C.

Wilkinson, Linda K. Lewis, Nancy K. Dennis, 2010 **Library Science and Administration: Concepts, Methodologies, Tools, and Applications** Management Association, Information Resources, 2017-11-30 Effective administration of libraries is a crucial part of delivering library services to the public To develop and implement best practices librarians must be aware and informed of the recent advances in library administration Library Science and Administration Concepts Methodologies Tools and Applications is a comprehensive reference source for the latest scholarly material on trends techniques and management of libraries and examines the benefits and challenges of library administration Highlighting a range of pertinent topics such as digital libraries information sciences and academic libraries this multi volume book is ideally designed for academicians researchers practitioners and librarians seeking current research on library science and administration

**Managing Records** Elizabeth Shepherd, Geoffrey Yeo, 2003 Many organizations do not yet have a formal programme of records management but increasingly they are recognizing the benefits of well managed records and the serious consequences of inadequate records systems Establishing records management and maintaining an effective programme requires specialist expertise This essential manual of practice provides a detailed guide to the concepts skills and techniques of records management for organizational staff who have a responsibility for setting up maintaining or restructuring a records management programme It offers invaluable advice on the management of records in both electronic and traditional paper media and focuses on the following areas understanding records management analysing the context for records management classifying records and documenting their context creating and capturing records managing appraisal retention and disposition maintaining records and assuring their integrity providing access implementing records management The appendices provide a wealth of additional information including a list of standards for records management an annotated bibliography and sources of further information and details of professional and advisory bodies Readership This much needed manual is an indispensable purchase for organizations wishing to introduce better practices for managing their records The book is intended to be of value to experienced records managers as well as LIS practitioners and newcomers to the field It should be on the desk of every manager and every information professional with responsibility for records management

**Archives** Laura Millar, 2010 Whether an institution has a collections orientation or whether it is primarily responsible for managing institutional archives in conjunction with an organizational records management programme those responsible for its archives and records management need specialist advice and practical guidance in the successful establishment and operation of an archival facility built on sound principles This authoritative handbook written by an archival professional with over 25 years experience offers just that Addressing the contextual strategic and operational issues associated with archives the text covers everything the archivist needs to know establishing principles policies and procedures managing day to day operations caring for different types of archival materials enhancing outreach and public access and ensuring the growth and sustainability of the institution and its services The key chapters are What are archives Archival institutions creatures of

history and culture Archival service a matter of trust Protecting archives Provenance original order and respect des fonds Appraising and acquiring archives Arranging and describing archives Making archives available The challenge of digital archives The final section of the book offers a glossary of terms and a wide range of specialist information including comprehensive lists of recommended further reading national institutions professional bodies and other sources of advice Readership This book is essential reading for anyone involved in managing archives Its straightforward and approachable language ensures that fundamental principles and practices are outlined clearly for novice archivists and non specialists experienced professionals will also find the work of immense value in validating or updating their understanding of archival operations The issues addressed are relevant to archival practice internationally particularly in English speaking countries and concepts in place in different parts of the world are examined in order to provide a global context **Disaster**

**Management in Archives, Libraries and Museums** Graham Matthews,Yvonne Smith,2016-12-05 This important book assesses the current state of disaster management in archives libraries and museums in the UK and around the world and provides recommendations for addressing current and future threats Following an introductory outline of the topic and terminology the authors provide a short history of the development of disaster management in the cultural heritage sector They illustrate a basic framework for effective disaster management by reviewing disaster control plan practice from around the world Through examining and identify the key issues affecting disaster management in archives libraries and museums the authors discuss a priority structure for future implementation This book will be key reading for scholars and students of archive studies library and information and museum management It will also be extremely useful for professionals and policy makers involved in disaster management planning at a local and national level **Library Board Strategic Guide** Ellen G.

Miller,Patricia H. Fisher,2007-03-26 This guide helps busy trustees and directors analyze and handle five strategic issues risk management local values and First Amendment rights leadership that achieves the library s vision getting and growing diverse funding sources and becoming part of the community s lead Interdisciplinary Advances in Information

Technology Research Khosrow-Pour, D.B.A., Mehdi,2013-03-31 Over the last few decades the constant developments in the IT field have expanded into nearly every discipline and aspect of life Interdisciplinary Advances in Information Technology Research explores multiple fields and the research done as well as how they differentiate and relate to one another This collection provides focused discussions from unique perspectives on the latest information technology research Researchers practitioners and professionals will benefit from this publication s broad perspective *Disaster Response and Planning for*

*Libraries* Miriam B. Kahn,2003 Offers instructions on writing and implementing disaster plans for libraries Dealing with Natural Disasters In libraries William Miller,Rita Pellen,2018-10-24 Learn from those who actually dealt with disaster Regardless of the type of library natural disasters can have catastrophic effects on its collections and artifacts Dealing with Natural Disasters in Libraries provides an inside look at different disasters and how diverse types of libraries dealt with the

consequences This useful resource covers a wide range of natural disasters including flood fire water damage mold sick building syndrome and hurricane damage Librarians from different types of libraries describe personal efforts to cope with real life cases of disaster and discuss principles and lessons which can be used to plan for and better respond to future catastrophic occurrences Every library should have a disaster plan in place Dealing with Natural Disasters in Libraries provides realistic guidance on how to best prepare for catastrophic damage and loss and practical suggestions on how to best respond once disaster does strike These authors use their unique perspectives on having lived through a disaster to provide a close examination of lessons learned This crucial book includes a selected bibliography and a series of case studies that illustrate what other librarians did to repair and rebuild collections and facilities after experiencing some of the most challenging circumstances imaginable Managing people education and training the creation of a disaster plan the treatment of damaged materials recovery of materials and the successful rebuilding of a library after its complete destruction are all discussed in detail Dealing with Natural Disasters in Libraries examines case studies of different types of disasters and effective responses steps small libraries should take during the first month after a disaster strategies to deal with fire smoke and water damage issues what to do to avoid mold growth after moisture problems or water damage fixing sick buildings dealing with the devastation of Hurricane Katrina post disaster recovery differing responses to minor disasters localized disasters major disasters and catastrophic disasters providing public access to vital information after disasters strike prevention of potential disaster situations and more Dealing with Natural Disasters in Libraries is an essential resource for academic librarians public librarians special librarians school librarians library science faculty and administrators

**Encyclopedia of Library and Information Sciences** John D. McDonald, Michael Levine-Clark, 2017-03-15 The Encyclopedia of Library and Information Sciences comprising of seven volumes now in its fourth edition compiles the contributions of major researchers and practitioners and explores the cultural institutions of more than 30 countries This major reference presents over 550 entries extensively reviewed for accuracy in seven print volumes or online The new fourth edition which includes 55 new entries and 60 revised entries continues to reflect the growing convergence among the disciplines that influence information and the cultural record with coverage of the latest topics as well as classic articles of historical and theoretical importance

**Independent School Libraries** Dorcas Hand, 2010-06-11 The first book published about independent school libraries since 1985 this work offers both the independent school library community and the broader school library community a wealth of insights into excellence in library practice Independent School Libraries Perspectives on Excellence offers readers insights into best practices in library services for school communities using examples drawn from independent schools of various sizes descriptions and locations across the United States Two overview essays introduce a statistical analysis of independent schools Each of the remaining essays provides perspective on a different aspect of library practice including staffing advocacy assessment technology collaboration programs beyond the

curriculum intellectual freedom and privacy budgeting accreditation disaster planning and more Because independent school librarians work across divisions and without a mandate to adhere to state or national standards they have the freedom to explore and refine best practice in a school library setting Fortunately the ideas and methods they have developed many of which are on display here can be applied in any school library

*Rare Book Librarianship* Steven K. Galbraith, Geoffrey D. Smith, Joel B. Silver, 2012-06-21 Successfully managing rare book collections requires very specific knowledge and skills This handbook provides that essential information in a single volume *Rare Book Librarianship for the 21st Century* is the first new rare books handbook of practice in 25 years Authored by two special collections experts with extensive field experience this book is also the first to discuss the role of digital technologies in managing a rare book collection After a fascinating discussion of the history and current state of rare book libraries this handbook provides a comprehensive account of the core skills and knowledge needed to be a successful rare book librarian Topics include best practices for handling housing and conserving rare materials collection development techniques and user education and outreach This book will serve as a handbook for practitioners in academic settings large public libraries and special libraries and as a textbook for students in MLIS courses on rare book librarianship and curatorship

[The DAMA Guide to the Data Management Body of Knowledge \(DAMA-DMBOK\) Spanish Edition](#) DAMA International, 2015-12-29 Escrito por m s de 120 profesionistas en la gesti n de datos la gu a DAMA de los fundamentos para la gesti n de datos DAMA DMBOK es la recopilaci n m s impresionante jam s realizada de principios y mejores pr cticas en la gesti n de datos Este libro proporciona a profesionales de IT ejecutivos trabajadores del conocimiento educadores e investigadores de gesti n de datos un m todo de manejo de datos para desarrollar su arquitectura de informaci n En comparaci n con los libros PMBOK o el BABOK el libro DAMA DMBOK proporciona informaci n sobre Gobierno de datos Gesti n de Arquitectura de Datos Desarrollo de datos Gesti n de Operaciones de base de datos Gesti n de la seguridad de datos Gesti n de datos maestros y de referencia Gesti n de almacenamiento de datos e inteligencia de negocios Gesti n de documentaci n y contenidos Gesti n de metadatos Gesti n de calidad de datos Desarrollo profesional Como introducci n oficial a la gesti n de datos los objetivos de la gu a DAMA DMBOK son Construir consensos para una visi n general aplicable a las funciones de gesti n de datos Proporcionar definiciones estandarizadas para funciones com nmente utilizadas en la gesti n de datos resultados roles y otras terminolog as Documentar principios guiados para la gesti n de datos Presentar una visi n neutral de buenas pr cticas com nmente aceptadas t cnicas y m todos ampliamente adoptados y alcances alternativos significantes Clarificar los alcances y l mites de la gesti n de datos Desempe arse como gu a de referencia para una mayor compresi n para el lector Editores Mark Mosley Editor de desarrollo Michel Brackett Editor de producci n Susan Early Asistente de editor y Deborah Henderson Patrocinador del proyecto Prologo por John Zachman Prefacio por John Schley presidente internacional de DAMA y Deborah Henderson Presidenta de fundaci n DAMA Vicepresidenta internacional de educaci n e investigaci n DAMA y Epilogo por Michel Brackett Galardonado al Premio a la Trayectoria de DAMA

Internacional El DMBOK fue traducido al español por Derly Almanza Cinthia Carolina Sanchez Osorio Karen Dawson Ramon Vasquez Juan Azcurra Juan Diego Lorenzo Fernando Giliberto Sergio Tornati y Pablo Cigliuti Prólogo por John Zachman El libro es una recopilación exhaustiva de todos los temas y casos posibles que merecen consideración para iniciar y ejecutar sus responsabilidades de gestión de datos en una empresa moderna Es impresionante en su integralidad No solo lo identifica las metas y los objetivos de todos los temas de gestión de datos y las responsabilidades sino también sugiere de manera natural los participantes en la organización y los resultados finales que se deben esperar La publicación comienza como una recopilación trascendente muy necesaria de artículos y hechos sustantivos acerca del poco entendimiento del tema de la gestión de datos organizada por algunas personas de la sección Chicago de DAMA Este material fue nuevo en su momento por la carencia de información relacionada a este tema Ha progresado hasta convertirse en un manual facultativo que merece un lugar en cualquier anaquele de gestión de datos Hay una gran cantidad de información para el principiante de datos pero también es de gran valor para el experto utilizándolo como una lista de comprobación y validación de sus conocimientos y responsabilidades para asegurar que nada se le ha olvidado Es impresionante su amplitud y exhaustividad La guía DAMA DMBOK merece un lugar en cada estantería de libros de profesionistas de gestión de datos y para un gerente general servir como guía para establecer expectativas y para asignar responsabilidades para la gestión y la práctica de lo que se ha convertido en el recurso más crítico de la empresa que ha progresado en la era de la información DATOS Advances in Library Administration and Organization Delmus E. Williams, Janine Golden, 2012-12-05 The book will examine the challenges that working administrators face and discusses how to enable them to look more closely at their operations and to reconsider how to develop people and the organizations in which they work As in previous volumes of Advances in Library Administration and Organization the studies outlined in the chapters of Volume 10 *International Preservation News*, 2000

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