A River Runs Through It
Disaster Recovery at FSU Libraries Special Collections & Archives

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Haley McGuyre
Special Collections & Archives (SCA)

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

- 15,000 linear feet of SCA; 10,200 linear feet general (circulating) collections
  - Among the holdings in the sub-basement include books, manuscripts and archives, 3D objects, textiles, and AV materials
- Quick elevator ride from SCA reading room
- History of minor water events, poor climate control, and pest infestation
December 25th, 2022 - Survey

- 10:45 pm: text from the boss - “Inch of water in the sub-basement, water coming in from above”
- 11:00 pm: Rory arrives at Strozier
- Water flowing out doors at the ground level
- Flooding on the floor above was flowing into sub-basement SCA storage
December 25th, 2022  - Survey
December 25th, 2022 - Intervention

- Other team members arrived throughout the night
- Reviewed all SCA spaces in Strozier Library
- Priority was removing archival containers from falling water in sub-basement storage (to literally anywhere). New waterfalls kept emerging!
- Secondary priorities - replacing soaked containers, tarping sections most affected by waterfalling
- Tertiary tasks - removing wet and reboxed materials from sub-basement BUT elevators failed shortly after flooding started - went from three to one very quickly
December 25th, 2022 - Intervention
Events of December 25th 26th, 2022 - Fatigue

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

Salvaging, Processing, and Reimagining Collections
Damage Assessment

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

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

Is the material wet?
- Yes: Lay out material on paper towels near dehumidifier for two hours. Return to first step.
- No: Is the original container damaged?
  - Yes: Do we have a container appropriate for this material?*
    - Yes: Rehouse & relabel as needed, and place with material ready for reshelving.
    - No: Place a supply order and return to previous step.
  - No: Is the original container appropriate for the material?
    - Yes: Rehouse & relabel as needed, and place with material ready for reshelving.
    - No: Return to first step.

*Assuming a yes answer to the original container being damaged.
Never Underestimate the Humble Paper Towel
Is the material wet?

- Yes: Lay out material on paper towels near dehumidifier for two hours. Return to first step.
- No: Is the original container damaged?
  - Yes: Do we have a container appropriate for this material?*
    - Yes: Place a supply order and return to previous step.
    - No: Rehouse & relabel as needed, and place with material ready for reshelving.
  - No: Is the original container appropriate for the material?
    - Yes: Highlight for processing project.
    - No: Return to first step.

Is the original container damaged?

- Yes: Does the record have an accurate and complete list of top containers?
  - Yes: Does the collection description meet golden minimum standards?
    - Yes: This collection does not require further work at this time.
    - No: No
  - No: No
- No: No

Is there an ArchivesSpace resource record?

- Yes: Place a supply order and return to previous step.
- No: No
Long-Term Response: Processing

- Moving from “golden minimum” to “aluminium”
  - Scope and contents is enough to get the ball rolling
- Not unrelated to offsite storage conversations
  - Platinumimum?
  - Level of description needed to call material back?
Long-Term Response: Does it need to be like that?

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

Public Services After a Disaster
Public Services Overview 2022

713 visitors in Reading Rooms

78 classes; 1,192 students
Impact to Public Services: 2022 Termites

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

IMPORTANT!

UPDATE: Mods 6 and 7 closed until further notice

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

See less
Impact to Public Services: LibCal

Summer 2022
- Appointments outside of walk-in hours
- Multi-day appointments
- Large pulls

Fall 2022
- Multi-day appointments
- Large pulls
- Class visits
- Out of town researchers

Spring 2023
- All appointments
- Must specify materials (transport)
- All instruction sessions
Impact to Public Services: Room 16 Instruction
Impact to Public Services: January Recap
Impact to Public Services: Pepper Instruction
# Impact to Public Services: Appointments

## Please identify the specific...

**Manuscript Collection Name:** Gymkana Photographs from the FSU Historical Photograph Collection, Athletics.

**Do you require any specific information?**

<table>
<thead>
<tr>
<th><strong>Internal Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add an internal note to communicate with other librarians about this booking. These notes do not appear to the public.</td>
</tr>
</tbody>
</table>

Kristin Hagaman 9 days ago

Impact to Public Services: The Future

LibCal? Definitely
Appointments? Yes
Delayed Access? You bet
Transports? Most likely
Where? Dunno
GET OUT!
Moving the Collections Off the Hellmouth
March 2022 - Prelude to the Flood

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

Usable Shelf Space for Boxes - 491 LF

- Total extent - 24,968 LF / 89.4%
- Subbasement - 98 LF / .4%
- Pepper - 393 LF / 1.4%
- Reserved for WWII - 2,474 LF / 8.9%
April 2022 - Researching Off-site Storage Solutions

<table>
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<tr>
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<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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<td>1</td>
<td>Iron Mountain</td>
<td>Access Corp</td>
<td>Records Nation</td>
<td>Vital Records Control</td>
<td>State Records Center</td>
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</tr>
<tr>
<td>2</td>
<td>Location</td>
<td>Orlando, Tampa, Atlanta</td>
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<td>Tampa, FL</td>
<td>Tallahassee, FL</td>
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<td>3</td>
<td>Hours</td>
<td>Monday-Friday 7:00 AM</td>
<td>Monday-Friday 7:00 AM to 7:00 PM</td>
<td>Monday-Friday 7:00 AM to 7:00 PM</td>
<td>Monday-Friday 7:00 AM to 7:00 PM</td>
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<td>4</td>
<td>Price</td>
<td>$4/cubic foot per year</td>
<td>$4/cubic foot per year</td>
<td>$4/cubic foot per year</td>
<td>$4/cubic foot per year</td>
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<tr>
<td>5</td>
<td>How is it staffed</td>
<td>Paper, film, magnetic</td>
<td>Paper, film, magnetic and mixed</td>
<td>Paper, tape and microfilm</td>
<td>Paper, electronic records,</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Materials accepted</td>
<td>and mixed media</td>
<td>media</td>
<td>storage</td>
<td>paper documents, micromaterials,</td>
<td></td>
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<tr>
<td>7</td>
<td>NARA certified</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<td>8</td>
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<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<td>Pest management</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Fire protection</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>11</td>
<td>Cold storage or tape vaulting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<td>12</td>
<td>Disaster plan</td>
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<td>Yes</td>
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<td>13</td>
<td>Security</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Certified staff, 24/7 video</td>
<td></td>
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<td>14</td>
<td>On-site facilities maintenance</td>
<td>Yes</td>
<td>Visitors use reference room</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>15</td>
<td>Available work space</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Digitization/docum ent scanning</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>17</td>
<td>Retrieval method and turnaround time</td>
<td>Standard delivery for deliveries of two boxes and ten files or less will be delivered via third party within two Business Days. Deliveries of greater than three boxes and/or eleven files will be delivered on a fixed weekly schedule with the day of week dependent on the postal code assignment of your location.</td>
<td>Standard delivery or scanning</td>
<td>Standard delivery or scanning</td>
<td>Requests by 3pm will be delivered by noon next day; after-hours/economic access available, Onsite pickup or delivery; free within Leon County; limit to 12 boxes a day</td>
<td></td>
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<tr>
<td>18</td>
<td>Cost for retrieval</td>
<td>Trip fee + handling fee + fuel surcharge</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
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<tr>
<td>19</td>
<td>Inventory control</td>
<td>The Iron Mountain Connect, RFID labels</td>
<td>FileBridge system</td>
<td>Client chooses Document Management System; RFID</td>
<td>VitalWeb; barcode; RFID</td>
<td>Total Recall web module; barcode</td>
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</tbody>
</table>
July 2022 - Termites, Asbestos, and a Really Big Crack

Termites

Asbestos tiles and mastic

18 foot crack in the foundation

“You should probably use this as an opportunity to renovate the sub-basement”
### September 2022 - Calculating the Extent of our Holdings

<table>
<thead>
<tr>
<th>Mod</th>
<th>Row</th>
<th>Document box - standard/size</th>
<th>Document box - narrow/quarter</th>
<th>Record Storage</th>
<th>Flat (under 1.5 LF on long edge)</th>
<th>Flat oversized (1.5-2 LF on short edge)</th>
<th>Tall Hollinger</th>
<th>Non-standard size box (under 1 cubic foot)</th>
<th>Non-standard size box (over 1 cubic foot &gt; 3 cubic feet)</th>
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<tbody>
<tr>
<td>3</td>
<td>145</td>
<td>By unit</td>
<td>By unit</td>
<td>By unit</td>
<td>10</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>146</td>
<td></td>
<td>4</td>
<td>62</td>
<td>12</td>
<td></td>
<td>11</td>
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<tr>
<td>3</td>
<td>147</td>
<td>1</td>
<td></td>
<td>54</td>
<td>57</td>
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<td>8</td>
<td></td>
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<tr>
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<td>148</td>
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<td>2</td>
<td>3</td>
<td>2</td>
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<tr>
<td>3</td>
<td>149</td>
<td></td>
<td>2</td>
<td>31</td>
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<td>33</td>
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<td></td>
<td></td>
<td><strong>Total units</strong></td>
<td>4347</td>
<td>385</td>
<td>2050</td>
<td>587</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Linear Feet</strong></td>
<td>1825.74</td>
<td>80.85</td>
<td>2214</td>
<td>880.5</td>
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<td></td>
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<td></td>
<td></td>
<td><strong>Cubic Feet</strong></td>
<td>1999.62</td>
<td>88.55</td>
<td>2624</td>
<td>199.58</td>
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Late Fall 2022 - Shifting Timelines

Termite Timeline

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

Surprise HVAC Timeline

- Deferred maintenance funds are released and we have to spend them NOW
- HVAC unit encumbered and will be delivered in August 2023
- Out of the sub by May 2023
December 2022 - Criteria for Remote Collections

- Started brainstorming what materials would be easy to move off site and what should stay
- Settled on some criteria to explore further:
  - High-use collections
  - Under-described collections
  - Preservation concerns
  - Administrative considerations and sensitive stakeholders
- After the flood, the criteria was re-evaluated through our new lens of extreme urgency and several points were deemed less-important than we previously considered
Spring 2023 - Surveying Collections for Remote Storage

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

### Subbasement Survey

<table>
<thead>
<tr>
<th>Inventory control</th>
<th>Improper housing</th>
<th>Label</th>
<th>Box ready to move</th>
</tr>
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<tbody>
<tr>
<td>Box is present</td>
<td>Box is fine</td>
<td>Label is fine</td>
<td>Yes</td>
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<td>Label is fine</td>
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<td>Box is present</td>
<td>Box is fine</td>
<td>Needs coll ID</td>
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<tr>
<td>NOS</td>
<td>Underfilled</td>
<td>Needs label</td>
<td>No</td>
</tr>
</tbody>
</table>
What’s Next in the Timeline?

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