

APPENDICES

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 Library Director. A completed copy of this form must be sent to the Provost.

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

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 - Withdrawn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
 - Other- please specify:
9. Personnel involved: