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Collections Work Team Essence Notes

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7-18-2016

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Collections Team

Essence Notes

July 18, 2016

Attendance: Bede Mitchell, Alva Wilbanks, Lori Gwinett, Kyle Herman, Ashley Lowery, Jessica Minihan, Fred Smith, Lisa Smith, Clement Lau, Jessica Garner, Krystal King, Jessica Williams, Kim Hall

Disaster Plan Presentation

Ashley Lowery presented a project she completed for a library science class where she created a disaster plan. Her plan included components such as examining the likelihood that certain types of natural or human-made disasters could take place and the type of physical damage that could occur during those events, as well as recommendations for how personnel might respond after a disaster. Her plan also includes emergency contact numbers and a list of top collection priorities.

Since the parts of the current disaster plan that pertain to the physical collection need to be updated, Ashley's presentation was followed by a discussion about the disaster plan and what might be included.

Some suggestions:

- Clement suggested including something in the plan about dealing with mold and insects.
- If possible, peoples' personal cell phone numbers could be included in new plan.
- Bede noted that when the building is closed for a longer time than usual, we need to plan for occasional monitoring of the building.

Updating Current Disaster Plan

A micro-team was set up to update parts of the current disaster plan that involve the physical collection. The first meeting to work on the plan is scheduled for Monday, July 28 and the team will report back to the collection's team. The group will consist of Paolo, Gujilde, Ashley Lowery, Jessica Garner, Lori Gwinett, Kyle Herman, Bede Mitchell, and Jessica Williams.