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The Power of Information... Librarians to the Rescue!

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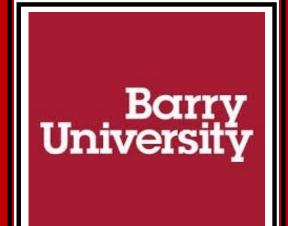
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The Power of Information... Librarians to the Rescue!



Librarians enable the availability of resources necessary to participate in the democratic process. This process is possible by creating access to information, and by ensuring accessibility to collections for present and future generations. This poster presents strategies that effectively support preservation and access to information, as well as guidelines to assist librarians in finding funds in order to accomplish these goals.

Preservation

Best Practices & Policies

Develop a security and disaster emergency plan

Develop a preservation policy, including exhibit guidelines

Develop a digitization plan, including digital preservation

Ensure all personnel are trained on multiple procedures

Exhibits

Collections

Inventory collections and objects to identify vulnerable items

Rehouse materials in stable enclosures of appropriate size and format

Process and house records in an arrangement that is easy and simple to handle

Reproduce deteriorating items onto stable media

Buildings

Perform building assessment to identify potential problems

Develop an environmental monitoring program

Provide a moderate and stable temperature and humidity levels

Control exposure to light and pollutants

Access

Advantages of Online Access

Increase institutional visibility

Encourages new scholarly research collaboration and projects

Supports cultural and historical heritage

Serves as a powerful teaching tool

Viable Platforms for Access

Learning management systems like Blackboard or Canvas

Discovery tools, including library catalogs

Content management systems such as Libguides

Digital Repositories, including open access

Facilitating Searchability

Create multiple access points

Utilize a variety of encoding schemas

World Cat

Enhance bibliographic records in OCLC

Collaborate with metadata librarian on enriching description

Funding

Preparation

Analyze and revise your goals, needs, and potential support

Select grant type: Foundation, Corporation and Private, State, Federal...

Define project: Physical preservation, metadata creation, digitization...

Review requirements: your institution and grant providers

Writing

Review literature, published examples and guidelines

Write pre-proposal documents in case they are requested (intent and / or interest letter)

Pay special attention to hook, budget, timeline, and format

Define roles and responsibilities of participants and/or partners

Supporting Documents

Collect: recommendation letters, IRS information, employer identification number...

Request signatures from your institution

Complete Internal forms from your institution

Follow-up: If you do not receive an email confirmation, contact your grant provider

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