

RECOMMENDED DISASTER PREVENTION, PLANNING AND RESPONSE BOOKS

Breighner, Mary. *Risk and Insurance Management Manual for Libraries*. Chicago: Library Administration and Management Association, 2005

Resource to guide best course in selection for protection of assets for libraries and to gain an essential understanding of risk management in preventing losses. Includes sample policies and checklists.

Carmichael, David W. *Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums, and Other Cultural Institutions*. Heritage Preservation and RescuingRecords.com, 2010

Excellent resource for explaining how to adopt the ICS as a temporary management structure whenever “business as usual” won’t get the job done.

Dorge, Valerie and Sharon L. Jones (comps.) *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions*. Los Angeles: The Getty Conservation Institute, 1999

www.getty.edu/conservation/publications/pdf_publications/emergency_plan.pdf

Excellent planning and implementation information for all cultural institutions. Takes a unique approach by including “Questions to Consider” and “Suggested Exercises” focusing on testing your plan. Gives many examples for tabletops and other exercises.

Heritage Preservation. *Field Guide to Emergency Response*. Washington: Heritage Preservation, 2006

The Field Guide and its accompanying DVD provide clear, practical advice to help you with initial response and salvage steps. This authoritative, hands-on advice was developed by conservation professionals for staff and museums, libraries, and archives.

Heritage Emergency National Task Force. *Emergency Response and Salvage Wheel*. Washington: Heritage Preservation, 2005

The Wheel is a user friendly slide chart providing quick access to essential information on protecting and salvaging collections. Test of the Wheel is available at the FEMA website:

www.fema.gov/plan/ehp/response.shtm. For order information see: www.heritagepreservation.org/catalog
Wheel and Field Guide combos are available.

Hutchins, Jane K. and Roberts, Barbara O., ed. *First Aid for Art*. Lenox, MA: Hard Press, 2006

Salvage techniques for many types of cultural collections, concise and clearly presented.

Kahn, Miriam B. *Disaster Response and Planning for Libraries*, 2nd ed. Chicago: American Library Association, 2003

Comprehensive resource guide for all types of libraries, updated to include terrorist and other case studies. Includes extensive checklists, forms, contracts for vendors and supplies, and a list of resources.

Kahn, Miriam B. *Protecting your Library’s Digital Sources: The Essential Guide to Planning and Preservation*. Chicago: American Library Association, 2004

An e-preservation resource for librarians, preservationists, archivists and records managers who created and maintain electronic records. Includes extensive checklists and forms.

Thenell, Jan. *The Library’s Crisis Communications Planner: A PR Guide to Handling Every Emergency*. Chicago: American Library Association, 2004

Communications basics in a step-by-step guide, for communicating to critical contacts in times of crisis.