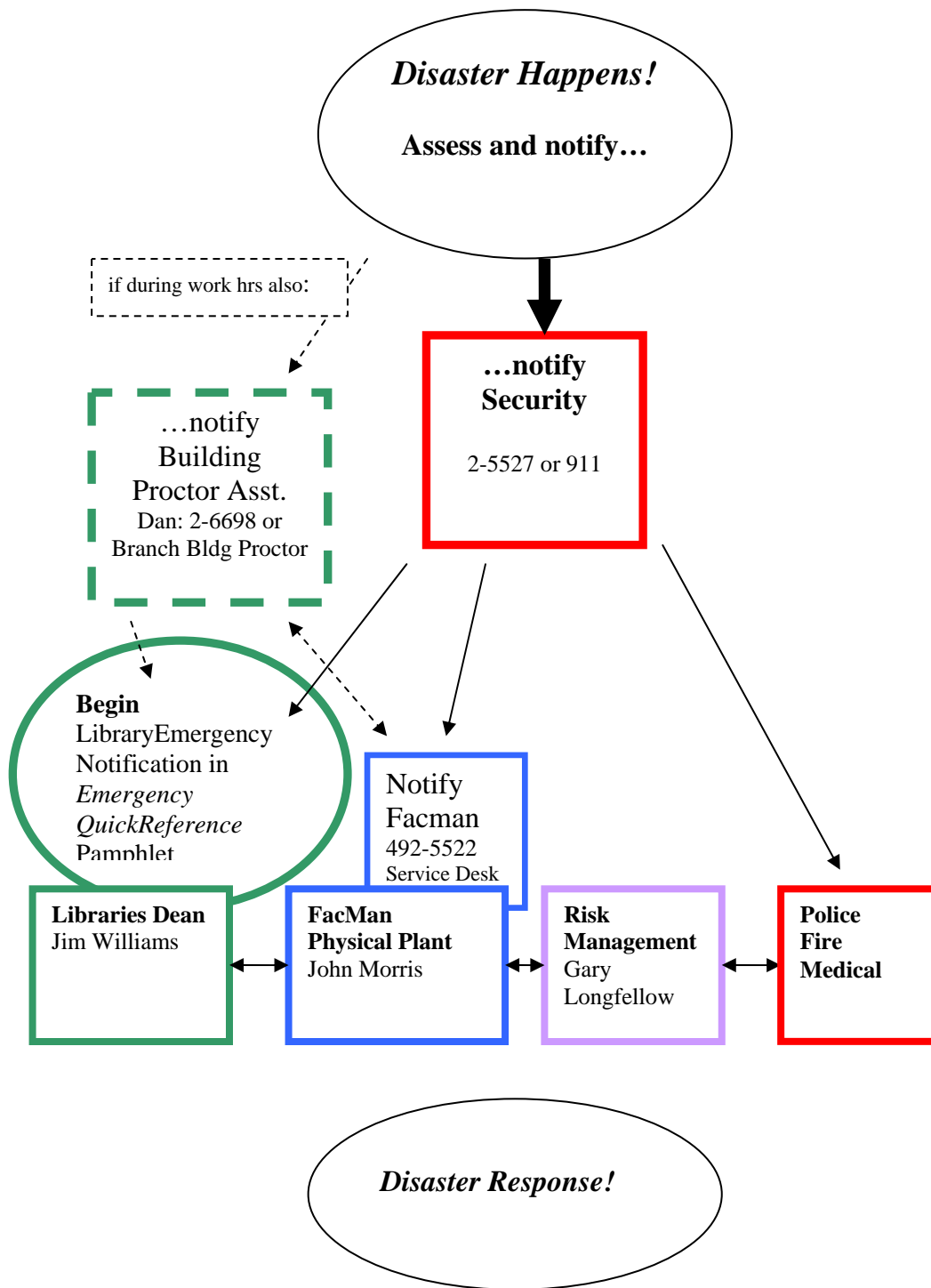


University of Colorado—Boulder  
University Libraries

# **Emergency Plan for the University Libraries**

**December 6, 2005**

For Web -- PDF Format – Public access  
Administrative-Access only Portions have been removed.  
Libraries Emergency Planning Committee



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### 1.3 ORGANIZATION OF THIS DOCUMENT

This plan is organized so that the information needed first in an emergency appears at the front of tabbed sections. Some pages with particular kinds of information are in separate colors:

- **White:** “University Libraries information/resources,”
- **Buff yellow:** “Campus information/resources”
- **Salmon orange:** Off-campus information/resources.

In some cases, to distinguish between one document and the next within a section, colors alternate: pink/white alternate in Priorities and blue/white alternate with procedures.

If organized like a traditional planning document, the “Section 6: Planning: Background and Management of the Plan” would come first. If you are just reading this through, it might be the first section you should read.

Information marked with \*\*\* is information that is known to need to be updated or is lacking.

Please report any errors or improvements to this plan to:

Carl Stewart, Libraries Preservation Department.  
University of Colorado Libraries  
184 UCB  
Boulder Colorado, 80309-0184  
Carl.Stewart@Colorado.edu  
303-492-2249

## **1.4 CARETAKER AGREEMENT—(for *Hard copy only*)**

## **1.5 FIRST RESPONSE**

**In the event of a serious emergency or disaster that may threaten people or damage property.**

**1. Stay calm.**

**2. Briefly assess the situation & potential threats.**

**3. Call:**

**Norlin Security: 303-492-5527**

**or**

**Campus Security: 911**

**4. Begin “Emergency Notification List” located in University Libraries *Emergency Quick-Reference*.**



**See the *Emergency Quick-Reference* at most telephones in the Libraries for details about the first steps in specific types of emergencies.**

**People and safety first.**

**Do not remain in the building after an alarm sounds. Evacuate immediately.**

**Re-enter only after the “all clear signal” from Security personnel.**

## **1.6 LIBRARIES EMERGENCY COMMUNICATION**

### **Email**

Email listserves will likely be the method of receiving and/or sending information about an emergency or imminent emergency. The Libraries has Norlin List (listserv) to notify Libraries' personnel of emergencies. Norlin List has the advantage of reaching Branches as well. An alternate email list including non-libraries staff who work in Libraries facilities (primarily Norlin 4<sup>th</sup> floor offices, BCR etc) exists as well. While email through the listserv can be almost immediate, sometimes it may take up to 30 minutes or more to be distributed. Since not everyone monitors their email constantly, it is important that if something urgent is received that it also be disseminated to those in the area by word of mouth. Also, consider that a large emergency may be accompanied by loss or a slowing down of the computer network.

### **Public address (PA) system**

During normal work hours, Head of Security has access to the Norlin Building PA system via microphone. Otherwise, guards can hand-activate a recording "The Building is closing due to an emergency. Please exit via the nearest emergency exit." announcement from the East side security office. This does not broadcast to Branches. There are still some in Norlin who say they cannot hear or understand the messages broadcast on the PA system.

### **Walkie-talkie**

Security Staff and students have access to six walkie-talkies. They are on a channel that is in communication with the main campus dispatcher as well as between themselves. Head of Security can also be in contact with Boulder police via radio.

### **Phone tree**

The Libraries *Emergency Quick Reference* contains an emergency phone tree to contact all Norlin building departments and offices and Branch Libraries, by phone. A "relay method" of contacting everyone in Norlin and the Branches in person is also described in case phones are out or notice needs to be done quietly.

## **1.7 NORLIN BUILDING EVACUATION ROLES**

1. East Entrance Security Staff clears the building and directs exit of building. West Entrance Security Staff directs exit of building.
2. Patrons are told to stand back, 200 feet away from building.
3. Head of Security stays by fire panel at East Entrance to direct rescue team.

### **Daytime/during work hours:**

As above and in addition:

1. Dan Davidson supports east entrance evacuation.
2. The Dean of Libraries supports the east entrance evacuation.
3. Associate Director for Administrative Services supports evacuation of the west entrance.

### **Evening and Weekends:**

Night Security Supervisor directs the evacuation at East Entrance and assists the Fire Department. Security Staff directs evacuation of the West Entrance.

## 1.8 POST-EVACUATION MEETING LOCATIONS OF DEPARTMENTS

**Acquisitions:** Outside Student Recreation Center, North of Library.

*Alternate:* Inside Student Recreation Center.

**Administrative Services:** Under North tree outside West Entrance.

*Alternate:* Inside South door of Humanities.

**Archives:** Sundial on East Plaza.

*Alternate:* East section of UMC Grill.

**Art & Architecture** :(as Ref) Under tree on berm between Sundial & Colorado Ave.

*Alternate:* Bench outside Humanities building.

**Business:** South door of Engineering building under overhang.

*Alternate:* Visitors Parking Lot pay structure East across Regents Drive

**Cataloging:** Between Humanities and Norlin, or inside Humanities lobby if inclement

*Alternate:* Sundial on East side

**Cataloging--Serials:** On rise, next to berm between Colorado Ave and Sundial.

*Alternate:* Next to or inside Eaton Humanities

**Circulation Services/ILL:** South steps of Humanities building, inside if inclement.

*Alternate:* Entrance of Recreation Center, inside if inclement.

**Collection Development/CTRC:** \*\*\*em

*Alternate:*

**Dean's Office:** in front of Humanities Building, South or just inside if inclement.

*Alternate:* North across Pleasant Street next to Pine tree.

**Earth Sciences/Maps:** At fence on South side of Building.

*Alternate:* Parking lot on West side.

**East Asian:** North of Norlin, parking lot of Recreation Center

*Alternate:* Humanities Bldg, inside North entrance

**Engineering:** Parking lot to west of Math Building

*Alternate:* Under cover of west entrance to Engineering Building.

**Government Publications:** Under tree at SE corner of Norlin Quadrangle

*Alternate:* Stairs south side of Old Main, or inside entry if inclement.

**Mail Room:** Outside mailroom, across street  
*Alternate:* North side of lobby of Eaton Humanities.

**Math Physics:** Far-side of parking lot to east, between Duane and Benson Earth Sci.  
*Alternate:* Under porch of stadium.

**Media:** West of Norlin between hedge and Humanities bldg  
*Alternate:* Inside Humanities, next to interior stairway.

**Music:** NE corner of Euclid Auto parking lot.  
*Alternate:* Baby Does in UMC.

**Music: (AMRC) Macky:** Center of Quadrangle along sidewalk to Hellems.  
*Alternate:* North entryway of Humanities Bldg

**Periodicals Room:** (as Ref) Under large tree on berm between Sundial & Colorado  
*Alternate:* Bench outside Humanities building.

**Preservation Department:** North near bike racks, across street from mailroom entrance.  
*Alternate:* Humanities Bldg Lobby

**Public Services/Gifts:** Outside west entrance under oak tree between Norlin & Humanities.  
*Alternate:* Inside Humanities Bldg Foyer

**Reference Services:** Under large tree on berm between Sundial & Colorado Ave.  
*Alternate:* Bench outside Humanities building.

**Science:** Bench outside Humanities Bldg.  
*Alternate:* Inside Humanities Bldg.

**Special Collections:** In front of Humanities bldg, inside if inclement.  
*Alternate:* East Plaza steps to Ketchum, inside if inclement.

**Systems:** (with Admin) Under North tree outside West Entrance.  
*Alternate:* Inside South door of Humanities.

**Technical Services Office:** Recreation Center entryway  
*Alternate:* Chemistry Building entrance.

## 1.9 OTHER UNITS AND ADMINISTRATIVE AREAS IN NORLIN—DEPARTMENTAL LISTING

\* = primary unit contact for email listing. (UPDATED 9/27/05)

Name	DepartmentName	EMailAddress	CampusBox	RoomNo	PhoneNo
Neve, Judy*	Bibliographic Center for Research (BCR)	Judy.Neve@stripe.Colorado.edu	UCB184	N110	2-4534
Kalinauskas, Lynn*	Center for Asian Studies	Lynn.Kalinauskas@Colorado.EDU	279UCB	S423	5-5312
Parisi, Lynn*	Center for Asian Studies – Program for Teaching East Asia	Lynn.Parisi@Colorado.EDU	279UCB	S427	5-5224
Zellar, Lucile	Center for British & Irish Studies Room Scheduling	Lucile.Zellar@Colorado.edu	184UCB	M549	2-3990
Wiley, Tiffany*	Colorado Leadership Alliance – President's Leadership Class	Tiffany.Wiley@cufund.colorado.edu	363UCB	M400E	2-8342
Fails, Louis*	Computing Labs	Louis.Fails@Colorado.EDU	455UCB	N310	2-7326
Andrew Violet*	Copy Center	Andrew.Violet@Colorado.edu	184UCB	E275	2-7388
Rattana, Thongvanh	FacMan—Custodial Supervisor	Thongvanh.Rattana@Colorado.edu	53UCB	N178	2-4294
DellaGuardia, Lynn*	Faculty Teaching Excellence Program	Lynn.DellaGuardia@Colorado.EDU	049UCB		2-1734
Pericak, Wynn	Faculty Teaching Excellence Program	Wynn.Pericak@Colorado.EDU	049UCB		2-4985
Shea, Mary Ann*	Faculty Teaching Excellence Program	MaryAnn.Shea@Colorado.EDU	360UCB	M400A	2-4985
Border, Laura*	Graduate Teacher Program	Laura.Border@Colorado.EDU	362UCB	S461	2-4902
Holmgren, John (Hoag)	Graduate Teacher Program	John.Holmgren@Colorado.EDU	362UCB	S461	2-4902
Border, Laura	Graduate Teacher Program – Colorado Preparing Future Faculty Network	Laura.Border@Colorado.EDU	362UCB	S461	2-4902
Border, Laura	Graduate Teacher Program – Lead Graduate Teacher Network	Laura.Border@Colorado.EDU	362UCB	S461	2-4902

Name	DepartmentName	EMailAddress	CampusBox	RoomNo	PhoneNo
Brougham, Rose	Graduate Teacher Program – Lead Graduate Teacher Network	Rose.Brougham@Colorado.EDU	362UCB	S461	2-4902
MacDonald, Andy	Graduate Teacher Program – Lead Graduate Teacher Network				
Sanchez, Ariana	Graduate Teacher Program – Lead Graduate Teacher Network	Ariana.Sanchez@Colorado.edu	362UCB	S461	2-4902
Thornton, Annette	Graduate Teacher Program – Lead Graduate Teacher Network	Annette.Thornton@Colorado.EDU	362UCB	S461	2-4902
Van Gerven, Dennis	Honors	Dennis.Vangerven@Colorado.EDU	184UCB	M400C	2-6617
Vayr, Anna*	Honors	Anna.Vayr@Colorado.EDU	184UCB	M400C	2-6627
Shea, Mary Ann	President's Teaching Scholars Program	MaryAnn.Shea@Colorado.EDU	360UCB	M400A	2-1049
Mann, Nancy	Program for Writing & Rhetoric Writing Center	Nancy.Mann@Colorado.EDU	317UCB	E303	5-1474
Gabriele, Joan	Summer Undergraduate Research Experience	Gabriele@Colorado.EDU	365UCB	S431	5-6677
Goodman, Lori	Top Scholarship Advisor	Lori.Goodman@Colorado.EDU	365UCB	S429	5-6801
Gabriele, Joan*	Undergraduate Academy	Gabriele@Colorado.EDU	365UCB	S431	5-6677
Boehm, Larry*	Undergraduate Research Opportunities Program	Lawrence.Boehm@Colorado.EDU	184UCB	S430	2-2596
Gabriele, Joan	Undergraduate Research Opportunities Program	Gabriele@Colorado.EDU	184UCB	S431	5-6677

## **SECTION 2: CONTACTS**



## **2.1 NORLIN SECURITY AND NORLIN BUILDING PROCTORS**

### **Norlin Security:**

**Hilary Waukau**

303-492-5527

**Justin Stein**, Night and Weekend Guard

First contact in case of emergency. If no answer, call **911**.

**Important note about 911:** calling 911 from a campus phone will reach CUPD; calling 911 from a cell phone will go to the Boulder County 911 dispatcher. Either is advisable but, if you have a choice, call campus CUPD. On a cell phone CUPD can be reached at **(303) 492-6666**.

**The CU Police Department has emergency access to phone numbers of all CU Emergency Personnel or office phone numbers as well as home phone numbers of all staff.**

### **Norlin Building Assistant Proctors:**

**Dan Davidson**

303-492-6698;

Contact for emergencies if during work hours. Norlin Building primary contact with Facilities Management.

If Dan is not available, **Cathie Holzer:** 303-492-8684

### **Norlin Building Proctor:**

**Scott Seaman**, Associate Director for Administrative Services

303-492-6292

## 2.2 LIBRARIES EMERGENCY NOTIFICATION LIST (from Libraries *Emergency Quick Reference*)

IMMEDIATELY REPORT ALL EMERGENCIES TO NORLIN SECURITY (2-5527). IF NO ANSWER, CALL CAMPUS POLICE (911). Specify nature of emergency and room number. Building Proctors should then be notified, if during open hours.

In the event of an emergency which threatens any part of the library's materials, records, or equipment, also **CONTACT AT LEAST ONE** of the following people who will notify the others as appropriate.

### Home numbers available from *Emergency Quick Reference*.

Scott Seaman	Proctor (Norlin)	2-8684	home:
Dan Davidson	Asst. Proctor (Norlin)	2-6698	home:
Jim Williams	Dean of Libraries	2-7511	cell: home:
Cathie Holzer	Asst. Proctor (Norlin)	2-8684	home:
Pat Morris	Preservation Head	2-3849	home: cell:
Carl Stewart	Preservation	2-2249	home:
Susan Anthes	Public Services	2-6897	home:
Janet Swan Hill	Technical Services	2-3797	home:
John Culshaw	Systems	2-0487	cell:

## 2.3 BRANCH AND DEPARTMENT LIBRARIES PRIMARY CONTACT

<b>Collection, Location</b>	<b>First contact</b>	<b>Phone</b>	<b>Email</b>
<b>American Music Research Center,</b> Macky, 2 <sup>nd</sup> floor (Collection in Macky Basement)	Laurie Sampsel, Curator Thomas L. Riis, Director	(Sampsel) 303-492-3929 (Riis) 303-492-7540	<a href="mailto:Laurie.Sampsel@colorado.edu">Laurie.Sampsel@colorado.edu</a> <a href="mailto:Thomas.Riis@colorado.edu">Thomas.Riis@colorado.edu</a>
<b>Archives</b> Norlin, Basement and Sub-basement	Bruce Montgomery, Department Head	303-492-7242	<a href="mailto:arv@colorado.edu">arv@colorado.edu</a>
<b>Business</b> Leeds, 2 <sup>nd</sup> floor	<u>Carol Krismann</u> Department Head	303-492-3194	<a href="mailto:Carol.Krismann@colorado.edu">Carol.Krismann@colorado.edu</a>
<b>Earth Science</b> Benson, 1 <sup>st</sup> floor	Suzanne Larsen, Department Head	303-492-6133	<a href="mailto:Suzanne.Larsen@colorado.edu">Suzanne.Larsen@colorado.edu</a>
<b>East Asian</b> Norlin, 1 <sup>st</sup> floor and Basement	Zhijia Shen, Department Head	303-492-8822	<a href="mailto:Zhijia.Shen@colorado.edu">Zhijia.Shen@colorado.edu</a>
<b>Engineering</b> Math, 1 <sup>st</sup> floor and Basement	Margaret (Peggy) Jobe Faculty Director	303-492-4682	<a href="mailto:Margaret.Jobes@colorado.edu">Margaret.Jobes@colorado.edu</a>
<b>Reference, Periodicals Room, Media, Art and Architecture</b> Norlin, 1 <sup>st</sup> Floor and 2 <sup>nd</sup> floors	Keith Gresham (on leave), Faculty Director Jennifer Knieval, Acting	303-492-6722 303-492-8887	<a href="mailto:Keith.Gresham@colorado.edu">Keith.Gresham@colorado.edu</a> <a href="mailto:jennifer.knieval@colorado.edu">jennifer.knieval@colorado.edu</a>
<b>Government Publications</b> Norlin, Basement, 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Floors	Tim Byrne Department Head	303-492-4375	<a href="mailto:tim.byrne@colorado.edu">tim.byrne@colorado.edu</a>
<b>Maps</b> Benson, Basement	Kathryn Lage	303-735-4917	<a href="mailto:Katie.Lage@colorado.edu">Katie.Lage@colorado.edu</a>
<b>Math Physics</b> Duane, 2 <sup>nd</sup> floor E	Suzanne Larsen, Faculty Director (Acting)	303-492-4611	<a href="mailto:Suzanne.Larsen@colorado.edu">Suzanne.Larsen@colorado.edu</a>

## Contacts for Department Libraries and Branch Collections (cont.)

<b>Collection, Location</b>	<b>First contact</b>	<b>Phone</b>	<b>Email</b>
<b>Music</b> Imig, 2nd floor N	Laurie Sampsel, Faculty Director	303-492- 3929	Laurie.Sampsel@colorado.edu
<b>Science</b> Norlin, 1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> Floor	David Fagerstrom, Department Head	303-492- 5137	<u>David.Fagerstrom@colorado.edu</u>
<b>Special Collections</b> Norlin 3 <sup>rd</sup> floor, Basement and 5 <sup>th</sup> floors	Deborah Hollis, Faculty Director	303-492- 3910	Deborah.Hollis@colorado.edu

## 2.4 BRANCH LIBRARY BUILDING PROCTORS

(Branches and Admin view contain home or emergency contact numbers)

**Business (Leeds):**

Rebecca “Becky” Lawrence 303-492-1805 wk

**Earth Science/Maps (Benson):**

John Drexler 303-492 5251 wk

**Engineering:**

Donna Maes 303-492-7256 wk

**Math Physics:**

Ellen Frohsinn 303-492-8800 wk; 303-579-6468 cell at work.

**Music:**

Peggy Hinton; 303-492-6352 wk

**Music — AMRC (Macky):** Kristen Anderson is the Macky Building Proctor 303-492-8423 wk

**PASCAL:** Brief emergency procedures and contacts are posted at:

<http://pascal.uchsc.edu/disasterplan1.htm>

The complete Pascal Emergency Plan is held by the CUB Libraries Preservation Department and Administrative services.

## **2.5 ADDITIONAL EMERGENCY CONTACTS (*Admin View only*)**

Additional contacts are available from the Libraries Emergency Committee, Emergency Notification List and/or Cabinet. They are not included on the web for reasons of privacy and to ensure proper protocol in notifications is followed.

### **SECTION 3: SUPPLIES, EQUIPMENT AND VENDORS**

### 3.1 ON-SITE EMERGENCY SUPPLIES

**Locations:**

**Norlin E-304 Emergency Supply Closet, Key #9115**

**Preservation Department, Carl Stewart, 303-492-2249**

**Norlin Supply Room, Dan Davidson, 303-492-6698**

Unit	Item	Norlin E-304 Emerg Sup.Rm.	X = AVAILABLE		Comment
			Preservation Dept.	Norlin Supply Rm.	
Ea	Aprons, cloth type	2	4	0	
Ea	Ballpoint pens	5	X	X	
Ea	Book Cart	1	X	0	Also in Circ etc.
Ea	Boxes, cardboard folded	15	X	0	Also Acq.
Roll	Barrior Ribbon, Yellow emergency	1.5 rolls	0	0	Security
Ea	Camera, digital	0	1	0	Pub Information Office.
Box	Cheesecloth Wipes	3-2/3 box	0	0	Special collections has additional.
Ea	Cutters, utility knives	1	X	X	
Ea	Extension cords, 25'	2	X	X	
Ea	Fans, box type and on stands	0	5	0	
Roll	Freezer Paper, 18" x 1000'	4	0	0	
Roll	Freezer Paper, 24 " x 1000'	6	0	0	
Pack	Labels, self-adhesive Various types (+5000 labels	9	X	X	
Ea	Marking pens	4	X	X	
Roll	Monofilament, strong fishing line	1	0	0	
Ea	Mop Buckets, with wringer	2	0	0	
Ea	Mop wringer attachment alone	2	0	0	
Ea	Mops, sponge type	1	0	0	Facman closets
Ea	Mops, String type	1	0	0	Facman closets



<b>Unit</b>	<b>Item</b>	<b>E-304</b>	<b>Preservation Dept.</b>	<b>Norlin Supply Rm.</b>	<b>Comment</b>
Ea	Notebooks	1	X	X	
Case	Paper Towels, Single fold white	4.5	0	0	
Roll	Plastic 20'x 100' x 6mil Polyester Sheeting	3	0	0	one open and roll in SPC Anx
Roll	Plastic 10'x100 x 4mil Polyester Sheeting	1	0	0	
Roll	Plastic, 1mil 9'x12' drop clothes	16	0	0	
Ea	Plastic, garbage bags	100+	0	0	
Pair	Rubber gloves	6	0	0	
Ea	Sponges (large absorbant)	7	0	0	
Roll	Tape, Strapping	1	X ( )	X	Presv: packing tape with dispencers
Ea	Trashcans, metal	3	0	0	for drips
Ea	Wet dry vac, 55 gal. industrial (new)	1	0	0	
Ea	Nilfisk Vacuums for dust	0	2	0	

### 3.2 ON SITE SUPPLIES: “GRAB BUCKETS”

Number	Department	Floor	Rm.#	Specific location	Comments
NONE	Acquisitions	1 <sup>st</sup>		NONE	Third Phase?
#17	Admin services	5 <sup>th</sup>	M450J	Behind Kitchen door	April 2005?
#4	Archives	Base	N1B90	Office sup. Closet, north	June 2004
#14	Art &Architecture	2 <sup>nd</sup>	N224	Inside door of Processing office	Dec. 2004
#8	Business	Branch		Under the fax machine, in student breakrm	Dec. 2004
NONE	Cataloging	1 <sup>st</sup>		NONE	Third Phase?
#3	Circulation	1 <sup>st</sup>	E130A	Under book return Rollers	Shared with Security
NONE	CTRC	3 <sup>rd</sup>		NONE	Third Phase?
#1	Deans office	2 <sup>nd</sup>	N210A	Under confer. rm.side- table	
#16	Earth Science (Benson)	1st		Bookdrop rm	Apr 2005
#9	East Asian	1 <sup>st</sup>	E173	In office NW	Feb. 2005
#10	Engineering	Branch		Backroom East Closet.	Sign on door.Feb. 2005
#21	Government Docs	3 <sup>rd</sup>	S216	Backroom on MF cabinet	Mar 2005
	Mail/Supply Room	1 <sup>st</sup>	N175	Dan's office	Apr 2005
#15	Math Phys	Branch		East processing rm	Dec. 2004
#7	Media	2 <sup>nd</sup>	M250	Circ Desk wooden cart	Dec. 2004
#5	Music	Branch		Under Circ Desk	June 2004
#13	Music--AMRC Macky	Branch	Macky 1B03B	Basemt with Collection	Apr.2005
#20	Periodicals room	2 <sup>nd</sup>	E229	Processing room Central	Dec. 2004
#6	Preservation	1 <sup>st</sup>	M150	Just inside Carl's office	Contains key to E304

On Site Supplies: Grab Buckets (cont.)					
Number	Department	Floor	Rm.#	Specific location	Comments
NONE	Public Services Office	4 <sup>th</sup>		NONE	Third Phase?
#18	Reference	1 <sup>st</sup>	E178	Cabinet behind Desk	Dec. 2004
#3a	Security	1 <sup>st</sup>	E130A	Under book return rollers	Shared with Circ
#11	Science	2 <sup>nd</sup>	S205	Processing room West	Dec. 2004
#2	Special Collections	3 <sup>rd</sup>	N375	Sink in Main Stacks	June 2004
#22	Systems—Server Rm	1 <sup>st</sup>	S114	Next to shelf	Jan 2005—off café
#23	Systems—Work Rm	Bsmt	E1b75		Jan 2005
#24	Systems—DigLab	Bsmt	E1b25		Jan 2005
#25	Systems—Anudas/Ric	4 <sup>th</sup> /5 <sup>th</sup>	M410		Need bucket
NONE	Technical Services Office	1 <sup>st</sup>		NONE	Third Phase?

### 3.3 “GRAB BUCKET” PROGRAM DESCRIPTION

Emergency Grab Buckets provide what a department needs to respond to a minor emergency, or to take first steps in a major disaster if the building is not evacuated. This bucket should be located in a central spot in the department and be known to all staff and students who work in the department. It could be located, for instance, near the department’s first aid kit.

Grab buckets are tattle-taped, numbered and the locations recorded. The bucket may be “sealed” with masking tape so that it will be known if the contents have been used. Each bucket will be inventoried (checking batteries and documents for currency etc.) every year by the Preservation Department. Contents of the bucket will not necessarily be the same for each department, but essential items are listed below:

#### **Documents:**

- Inventory of bucket contents, just inside lid
- University Libraries *Emergency Quick Reference* (flip pamphlet)
- List of department staff and contact information (optional)
- Laminated map and list of campus freezers
- Laminated procedures: “Air-Drying Books” (yellow) & “Packing out for freezer” (blue)
- Extra copies of these procedures for quick on-site training
- List of Libraries’ collections salvage priorities (in Admin, Arv, Circ/Sec, Deans, Mus, Presv, Spc buckets only)
- Media specific materials
- Volunteer information (as of 03/2005)
- Other essential documents selected by the Department

#### **Supplies:**

- 5-gallon plastic bucket with lid—labeled, numbered and tattle-taped
- 2” x 3” notebook and pencil
- Flashlight with batteries—labeled and tattle-taped
- Absorbent sponge
- Two 9’x12’ plastic drop clothes
- Two sturdy large plastic bags
- Two pair of rubber gloves
- Roll of duct tape
- 20’ yellow “Caution” tape
- Three yards of bailing wire
- Two good dust masks
- Mat knife
- As many paper towels as will fill rest of bucket (3 packages)

**Scenario:** If a sprinkler accidentally goes off in Reference, Reference would have their bucket. East Asian and Preservation buckets could be brought quickly. Dump out the buckets, secure the area, stop further damage with the combined supplies and begin recovery while more emergency supplies are being brought to the scene.

### 3.4 INVENTORY OF EMERGENCY SUPPLIES CAMPUS AND LOCAL

Facman Stores: Willie Barkley: 303-735-2945

0 = do not have

X = have on hand

*Italics* = no current source

Unit	Item	Library On-Site	Facman Stores	Other First Source
Ea	Aprons, cloth type	X	0	
Ea	Aprons, water resistant	0	0	see Chemical suits
Roll	Barrior Ribbon, Yellow/Red"Emergency Ribbon"	X	X	
<i>Ft</i>	<i>Blotter paper</i>	<i>0</i>	<i>0</i>	
Ea	Book carts	X	0	
Pair	Boots, rubber	0	X	
Ea	Boxes, folded cardboard	X	0	
<i>Ea</i>	<i>Boxes, bankers boxes</i>	<i>0</i>	<i>0</i>	
Ea	Brooms, wide wet-type	0	X	
Ea	Buckets, 5 gal.	0	X	
Ea	Cameras, digital	X	0	
<i>Ea</i>	<i>Cameras, disposable</i>	<i>0</i>	<i>0</i>	
Box	Cheesecloth	X	0	
Ea	Chemical Suits	0	X	
Ea	Clipboards	X	0	
Ft	Clothes line	0	0	
Box	Clothes pins	0	0	
Ea	Cutters, utility knives	X	X	
<i>Ea</i>	<i>Dehumidifier</i>	<i>0</i>	<i>0</i>	<i>Outside vendors</i>
	Dust extractor	0	0	HSS Rentex 303-666-0106
Ea	Extension cords, 25' long, grounded heavy duty	X	X	
Ea	Fans, Barco type (high volume airmovers for carpet drying)	0	0	Housing or FacMan custodial; HSS Rentex
Ea	Fans, box	X	0	
Ea	Flashlights	X	X	
Ea	First aid kits	X	0	
Roll	Freezer Paper, 18" x 1000'	X	0	Shamrock
Roll	Freezer Paper, 24 " x 1000'	X	0	
Pair	Gloves, leather	0	X	

Unit	Item	Library On-Site	Facman Stores	Other First Source
Pair	Gloves, rubber/latex	X	X	
Ea	Hoses	0	0	Grounds
Pack	Labels, self-adhesive	X	X	
Ea	Lights, portable tripod type	0	0	Grounds, HSS Rentex
Ea	Marking pens	X	X	
Ea	Masks, dust etc.	0	X	
Roll	Monofilament, strong fishing line	X	0	
Ea	Mop Buckets, with wringer	X	X	
Ea	Mops, sponge type	X	X	
Ea	Mops, String type	X	X	
Roll	Newsprint	0	0	
Ea	Palettes	0	X	
Case	Paper Towels, Single fold white	X	X	Custodial, also
Roll	Plastic 10'x100 x 4mil Polyester Sheeting	X	0	
Roll	Plastic 20'x 100' x 6mil Polyester Sheeting	X	X	
Roll	Plastic, 1mil 9'x12' drop clothes	X	X	
<i>Ea</i>	<i>Plastic resealable baggies</i>	<i>0</i>		
Ea	Plastic, garbage bags	X	X	
Ea	Safety glasses	0	x	
Ea	Sponges (large absorbant)	x	x	
Ea	Tables, portable (card table type)	0	0	Rental City
Roll	Tape, duct	0	x	
Roll	Tape, Strapping	x	x	
Roll	Tape, packing	X	x	
Ea	Trashcans, metal	x	0	
Ea	Trashcans, rubber	0	0	
Ea	Vaccuum, wet dry	X	0	Custodial
Ea	Vaccuum, Nilfisk	X	0	Housing has Hepa Vacs

### 3.5 AIR MOVERS AND WET VAC LOCATIONS ON CAMPUS

**Updated: 9/24/2004**

Access these in an emergency by calling the Service Desk: **303-492-5522**.

Inventoried twice yearly: December and June

Note that fans or wet vacs can be in use by cleaning crews at any time.

(information from Lisa Adair, Asst. Dir. Physical Plant 303-492-1428)

#### Air Movers and Vacs in Libraries Buildings

##### Carpet Fans- High volume Air movers:

<u>Library</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Serial #</u>	<u>Bldg.</u>
Music AMRC	CYCLONE	608260	004977773	*Macky1B04C Music College
Music Norlin	CYCLONE Nobles	Eagle 1153	4806677 4806669	MCOL E341 *Nor E1B20
<b>Wet/Dry Vacs:</b>				
Earth Sci/Maps	NOR.AMER.	H2D750WD	525234A	*Benson *MATH 3RD FLR
Engineering	PULLMAN	102SAB-12P	19706	*Music College Mcol W107
Music	NUMATIC	WVD902H	14606669	*Music College mcol W416
Music	Minuteman	89123	13611948	*MUSIC
Music	Minuteman	89123	160CTO1AK	*NORLIN
Norlin	Minuteman	89123	20507394	*Macky240
Music AMRC	NOBLES	WD1592EV	20505820	*DUANEE322
Math/Phys	NSS	BP-3	21136966	*DUANE
Math/Phys	NSS	BP-3	2410157	*DUANE
Math/Phys	NSS	BP-3	24101165	*Duane
Math/Phys	NSS	BP-3	21-136966	*Duane
Math/Phys	NSS	BP-3	1199	*Duane
Math/Phys	NOBLES	WD161	6.31765E+15	Law Library
Math/Phys	NSS	BP-3	10092085	*Business
Business	NOBLES	WD161	6.13763E+16	*Music
Music	NOBLES	WD161	179402	*Duane
Math/Phys	NSS	BP-3	480665678	

**COMPLETE FACMAN INVENTORY:**

**Carpet Fans- High volume Air movers:**

<u>Env.Safty.#</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Serial #</u>	<u>Cluster</u>	<u>Bldg.</u>
100356	CASTEX	CYCLONE	107112JU	1	Electrical Engineering ecee2B50
100401	CASTEX	CYCLONE	107108JU	FW	Engineering Engineering Office Tower
100446	CASTEX	CYCLONE	107111JU	1	ecot 703
100496	CASTEX	CYCLONE	107110JU	3	Muen. E243
100497	CASTEX	CYCLONE	003900772	4	Thtr W102
100613	CASTEX	CYCLONE	003900831	7	STAD Ketchum
100614	CASTEX	CYCLONE	003900774	6	KETC Biology MCDB
100683	CASTEX	CYCLONE	003900828	3	A302 Engineering S.Tower ecst
100734	CASTEX	CYCLONE	004977778	1	1b25
200110	CYCLONE	608260	004977773	5	*Macky1B04C
200148	CYCLONE		4806655	6	Chem 116a
200149	CYCLONE		4806632	6	Chem 216A Music College
200150	CYCLONE		4806677	4	MCOL E341 Ekely Eklc
200160	BLUESTAR	608	4806654	6	M296
200161	BLUESTAR	608	4806671	6	Econ 301
200370	Tennant	200 Lit Pac	4806670	6	Eklc M1B92
200371	Tennant	200 Lit Pac	4606672	7	Stad
Missing	CASTEX	CYCLONE	4806662	7	STAD
200460	Nobles	Eagle 1150	4806673	8	NPL
200461	Nobles	Eagle 1151	4806676	8	ARC
200462	Nobles	Eagle 1152	4806629	8	COMP
200463	Nobles	Eagle 1153	4806669	4	*Nor E1B20
200464	Nobles	Eagle 1154	4700839	8	ARCE
<b>Wet/Dry Vacs:</b>					
100264	NOR.AMER.	HZD752WD	10700683	5	Main 1B52
100265	NOR.AMER.	HZD752WD	10700678	6	Educ. 306



100266	NOR.AMER.	HVD752WD	11878 D	FW	Engineering
100500	NOR.AMER.	H2D750WD	525234A	7	*Benson
100547	NORTH AMERICA	HDZ752WD	18112	5	IBS3 1 <sup>st</sup>
100548	NORTH AMERICA	HDZ752WD	18118	5	*Humn1B16
100549	AMERICA	HDZ752WD	DS20000002193	4	Hend *MATH 3RD
100649	PULLMAN	102SAB-12P	19706	3	FLR
100681	PULLMAN	102ASB-12P	19695	5	Hale 259
100785	PULLMAN	102ASB-12P	19686	6	KTCH
100815	PULLMAN	102ASB-12P	6082607546	ERT	ERT/VAN
127268	PULLMAN	102ASB-12P	14000492	7	LAW
169408	PULLMAN	102	13811730	1	Lesser
200000	NUMATIC	WV900	4700760	1	DLC 213
200002	NUMATIC NORTH	WV900	13811729	6	FA
200134	AMERICA NORTH	WVD902H	13811721	5	IEC 106A
200135	AMERICA NORTH	WVD902H	13811718	5	Hale 248
200136	AMERICA NORTH	WVD902H	13811727	5	Humn 185
200137	AMERICA NORTH	WVD902H	0129^3625	8	
200139	AMERICA NORTH	WVD902H	14606674	6	Educ 306
200155	AMERICA	WVD902H	14606671	6	Den C139 *Music College
200162	NUMATIC NORTH	WVD902H	14606669	4	Mcol W107
200284	AMERICA NORTH	WVD902H	140013572	8	
200285	AMERICA	WVD902H	20535	4	
200335	Minuteman	89123	608163-1168	2	*DuaneE322
200336	Minuteman	89123	sim 2000000098eu	6	KTCH
200337	Minuteman	89123	2000000097eo	7	Willard
200338	Minuteman	89123	12SEP01AK	3	Muen. D212
200339	Minuteman	89123	607650-10009689	FW	ECEE
200340	Minuteman	89123	37650-100009690	FW	ECEE
200341	Minuteman	89123	13611949	ERT	ERT/VAN
200342	Minuteman	89123	12500726	5	Mckenna
200343	Minuteman	89123	12500725	6	Educ 206 *Music College
200344	Minuteman	89123	13611948	4	mcol W416

200345	Minuteman	89123	15011118	3	Muen. D0037
200346	Minuteman	89123		8	ARCE
200347	Minuteman	89123	16009936	7	CUPD
200348	Minuteman	89123	16009937	7	Willard
200349	Minuteman	89123	160CTO1AK	2	*MUSIC
200350	Minuteman	89123	21124394	3	Pressbox
200351	Minuteman	89123	21124430	7	STAD
200397	Minuteman	89123	20507394	4	*NORLIN
200398	Minuteman	89123	13400155	5	CEDU 1B32
200008	NUMATIC	WDV752	608260	ERT	ENG.E2B50
	Shop Vac				
200458	Industrial	970C	6082608632	ERT	ENG.E2B50
61898	NSS	BP-3	6082608635	ERT	ENG.E2B50
87410	NSS	BP-3	1471172	2	*Duane E322
87831	NSS	BP-3	10054912	FW	Engineering
92097	NSS	BP-3	21410359	FW	Engineering
100243	NOBLES	WD161	22207853	5	MKNA 210
100244	NOBLES	WD161	22204856	5	MKNA C125
100248	NOBLES	WD161	DM0115765	7	Regent
100281	NSS	BP-3	4900691	4	
100296	NSS	BP-3	608260-8401	ERT	ENG.E2B50
100392	NSS	BP-3	608260	ERT	ENG.E2B50
100406	NSS	BP-3	20900754	2	JILA
100407	NSS	BP-3	20505818	5	Humn285
100560	NOBLES	WD1592EV	20505820	5	*Macky240
100561	NOBLES	WD1592EV	21124428	5	Ramaley
100686	NSS	BP-3	37-005641	1	ECOT 203
100737	NSS	BP-3	21136966	2	*DUANEE322
100742	NSS	BP-3	2410157	2	*DUANE
100746	NSS	BP-3	24101165	2	*DUANE
100748	NSS	BP-3	21-136966	2	*Duane
100751	NSS	BP-3	1199	2	*Duane
100776	NOBLES	WD161	6.31765E+15	2	Law Library
100779	NSS	BP-3	10092085	2	*Duane
100794	NOBLES	WD161	6.13763E+16	2	*Business
100805	NOBLES	WD161	179402	2	*Music
113287	NSS	BP-3	480665678	2	*Duane
113288	NSS	BP-3	`61376500000321103	6	EKLC
127128	NSS	BP-3	310103	6	KTCH
127129	NSS	BP-3	340103	6	
127213	NSS	BP-3	319103	6	HLMS
169423	NOBLES	WD161	325103	6	Econ 301
200025	NUMATIC	WVD902	315103	4	
200027	NUMATIC	WVD902	309103	4	

### **3.6 HEAVIER EQUIPMENT AVAILABLE ON CAMPUS AND LOCALLY**

FM= Facilities Management

<b>Fork lifts</b>	FM has two. One for use on solid surfaces (cement etc.), one that is "all terrain".
<b>Generators</b>	FM has two large ones. One 50 KVA which could start the Norlin Building up. Another 30 KVA.
<b>Pallets</b>	FM stores always has a dozen on hand. A few small ones are also located in Preservation Dept.
<b>Refrigerator Trucks</b>	None on Campus. Nobel Sysco and Shamrock food distributors will have some available.
<b>Sump Pumps</b>	FM has four, of two sizes.
<b>Large Portable Lighting</b>	None on Campus.
<b>Tents</b>	Rental City

### **3.7 LOCAL RENTAL CONTRACTORS**

#### **Nations Rent**

303-449-2050

Equipment

#### **Rental City**

303-527-2905

303-605-0046 24 hr. beeper

Portable Tables, event materials with a lot of CU business.

#### **Shamrock Foods**

Commerce City

Drew Marzoni

303-289-3595 ext. 8328

Freezer paper.

18in by 1100ft \$32.40 item #1612771

#### **Nobel Sysco Food Services**

1101 W.48<sup>th</sup> Ave 80221

303-458 4000

Does much of CU dining services delivery

Refrigerator trucks

Henry Bogats

### **3.8 STATE EMERGENCY VENDORS**

**--Colorado Preservation Alliance (CPA) now merged with SRMA**

***<http://www.srmarchivists.org>***

**Origanally from: <http://www.colorado.gov/dpa/doit/archives/cpa/disaster/denverrecovery.html>  
10/01/2004**

#### **Disaster Recovery Resource List**

##### **Denver Metro Area**

###### **Adco Pro**

**4949 Ironton,**

**Denver, CO 80239**

**303 373-4779, 1-800-447-0677**

**sponges for dry cleaning various hygrothermographs and monitoring equipment, etc.**

###### **AMIGOS Preservation Service**

**800 843-8482**

**Free disaster preparedness info. Serves the southwest and part of the mid-west.**

###### **Ball Aerospace Environmental Test Lab, Boulder CO**

**303 939-4607**

**limited vacuum freeze dryer use**

###### **BELFOR USA**

**Emergency Hotline: 1-800-856-3333**

**[www.belforusa.com](http://www.belforusa.com)**

**Corporate Headquarters**

**4690 Joliet St., Denver, CO 80239**

**303-425-9700**

**Colorado Springs, CO**

**1040-A Elkton Dr., Colo. Sprgs, CO 80907**

**800-530-8411**

###### **Vail, CO**

**916 Chambers Rd., Unit B, Eagle, CO 81631**

**970-949-9490**

**Emergency: 888-949-9490**

###### **Catastrophe Restoration Systems (CRS)**

**4971 S Rio Grande**

**Littleton, CO 80120-1032**

**303 734-1330**

**residential and commercial**

**Colorado Catastrophe & Restoration Service**  
6500 Stapleton South Dr  
Denver, CO 80216  
303 333-0392  
residential and commercial

**Colorado State Archives**  
1313 Sherman  
Denver, CO 80203  
303 866-2055  
cooperative preservation activities, information

**Colorado State University, Ft. Collins**  
Wei'To Book Dryer and Insect Exterminator  
Wei'To Deacidification Spray Booth  
contact: Diane Lunde 970 491-1825

**Denver Federal Records Center/NARA, Rocky Mountain Region**  
P.O. Box 25307  
Denver CO 80225  
303 236-0804  
Disaster Recovery Information

**Denver Health Medical Center, Environmental Protection Div.**  
303 285-4053  
information on mycology, chemical safety issues

**DRS Inc./Professional Restoration**  
2494 W 2 Av  
Denver, CO 80223-1007  
303 922-4001, FAX 303 922-4556  
residential and commercial, contact: Randy Benedict

**Disaster Restoration, Inc.**  
7015 Julian Street, Unit 7  
Westminster, CO 80030  
303-657-1400, 800-475-FIRE, 303-657-9510 FAX  
michael@disaster-experts.com  
contact: Michael Griggs, C.R. (current president of "National Institute of Disaster Restoration" NIDR in Washington, D.C.)

**Drying Company**  
860 Bryant  
Denver, CO 80204  
303-534-6656, 1-888-414-6656

**Fabric Restoration Services**  
4001 Holly  
Denver, CO 80216-4526  
303 333-9662

**FEMA (Federal Emergency Management Agency)**  
**Denver Regional Office 303 235-4800, (after hours emergency) 303 235-4900**  
An October 1991 policy change allows federal assistance to pay for conservation of objects that are damaged in a disaster. Conservation is defined by FEMA as "the minimum steps which are both necessary and feasible to place the items back on display without restoring them to their pre-disaster condition." FEMA does not cover the replacement of destroyed items.

**Front Range Restoration Services Inc**  
**10311 S Progress Way Suite 2S**  
**Parker, CO 80134-9025**  
**303 841-9796**

**Hanneck Cleaners & Fire/Flood**  
**606 E 6 Av**  
**Denver, CO 80203-3806**  
**(303) 733-4666**

**Hawkeye Restorations Inc**  
**303 659-6252**

**ICA-Insurance Contractors & Associates**  
**2090 W Bates Av**  
**Englewood, CO 80110-1213**  
**303 806-9090**

**ICC Electronic Loss Specialists**  
**60 S Havana**  
**Aurora, CO 80012-1075**  
**303 367-9677**

**Insure Fire And Water Restoration**  
**2665 S Santa Fe Dr**  
**Denver, CO 80223-4402**  
**303 778-6000**

**Jay Dee Cleaning & Restoration**  
**303 233-3311**

**Jefferson County Public Library**  
**10200 W. 20th Ave.**  
**Lakewood, CO 80215**  
**303 275-2214,**  
**kjones@jefferson.lib.co.us**  
**disaster recovery information**

**Lamm Colorado Drying Inc**  
**89656 W. Gedbes Pl.**  
**Littleton, CO 80128**  
**303 973-1600**

**Martin Marietta Corp.**  
**303 977-3000**  
vacuum freeze dryer available on a limited basis

**Mile Hi Cleaning And Restoration**  
**5120 Havana**  
**Denver, CO 80239-2101**  
**303 576-9141**

**Moisture Removal Systems**  
**303 275-9941**

**Munters Moisture Control Service, Golden CO**  
**303 279-4812**

**Northstar Fire & Water Restoration**  
**1141 S Huron**  
**Denver, CO 80206**  
**303 871-8558**

**Paul Davis Systems**  
**303 681-3472**

**Rocky Mountain Catastrophe**  
**5762 Lamar St**  
**Arvada, CO 80002-2626**  
**303 425-9700**

**ServiceMaster, Central**  
**303 761-0122**

**Servpro**  
**303 973-4664**

**USA Drying**  
**5770 Clarkson**  
**Denver, CO 80216-1316**  
**303 298-9210**

**Western Restoration Services**  
**11178 Huron Northgless CO 80234-3343**  
**303 452-0383**

**XPEDX**  
**3900 Lima St.**  
**Denver, CO 80239**  
**303 371-7510**  
sheet blotter, sheet newsprint. Minimum order required.



*Northern Colorado*

**Nico Restoration Services Inc**  
**970 484-3327**

**Northern Colorado Construction & Restoration**  
**970 407-1564**

**Northern Colorado Restoration**  
**970 587-2625**

**Paul Davis Systems Restoration Specialists**  
**970 221-1281**

**Servicemaster Of Fort Collins**  
**912 Smithfield Dr Ft.**  
**Collins, CO 80524-8564**  
**970 484-0588**

**Servpro Of Fort Collins**  
**970 493-6335**

**Steamatic Cleaning Systems**  
**970 223-1999**

**Stimack Construction Co**  
**970 221-1799**

**Cold Storage**

**Americold-Refrigerated Warehouse East Denver Plant**  
**4475 E 50 Av**  
**Denver, CO 80216-3104**  
**303 320-0333**

**Tech Western Inc**  
**3879 E 120th Av #310**  
**Thornton, CO 80601-7724**  
**303 452-9180**

**Colorado Cold Storage**  
**1600 W Colfax Denver CO 80204-2418**  
**303 573-0555**

**CS Integrated**  
**5120 Race Ct**  
**Denver, CO 80216-2135**  
**303 297-0123**

**Howard Logistics Inc**  
**4250 Oneida**  
**Denver, CO 80216-6614**  
**303 320-5944**

**Interstate Warehousing**  
**10251 E 51 Av**  
**Denver, CO 80239-2427**  
**303 375-1000**

**King Sooper's**  
**303 778-3100**  
**limited short term freezer storage; bulk freezer wrap**

**Laramie Cold Storage**  
**575 Snowy Range Rd**  
**Laramie, WY 82072-2405**  
**307 742-6649**

**Oneida Cold Storage & Warehouse**  
**6830 E 49 Av**  
**Denver, CO 80022-4719**  
**303 288-7211**

### **Data Storage**

**A A Data Services**  
**4425 S Santa Fe Dr**  
**Sheridan, CO 80110-5418**  
**303 789-0686**

**Adapt Services**  
**5351 Tennyson St Unit 1C**  
**Denver, CO 80212-4047**  
**303 458-7000**

**Advanced Digital Information Corporation**  
**10949 E. Peakview Ave.**  
**Englewood, CO 80111**  
**303 792-9700**

**Automated Archives**  
**303 316-0867**

**CD Safe LLC**  
**4919 Broadway Unit 20**  
**Boulder, CO 80304-0525**  
**303 245-8588**

**Data Management Solutions Inc**  
**3545 S Tamarac Dr**  
**Denver, CO 80237-1418**  
**303 793-0574**

**Datalink Corp**  
**1333 W. 120th Ave., Ste. 114**  
**Westminster, CO 80234**  
**303 450-7031**

**Docuvault LLC**  
**2501 Blake St.**  
**Denver, CO 80205**  
**303 308-1000**

**Santa Fe Record Storage**  
**1029 Santa Fe Dr**  
**Denver, CO 80204-3950**  
**303 534-8342**

**Storage Test Solutions Inc**  
**515 Courtney Wy**  
**Lafayette, CO 80026-2787**  
**303 926-8888**

**TPSG Colorado Inc**  
**13693 E Iliff Av**  
**Aurora, CO 80014-1318**  
**303 283-0780**

### **Computers - Disaster Recovery**

**Alpha Center**  
**1660 Pearl St**  
**Denver, CO 80203-1420**  
**303 832-4544**

**Bodie's Computer Care**  
**10652 W Alameda Ave**  
**Lakewood, CO 80226-2603**  
**303 986-1499**

**DataSavers**  
**801-582-DATA**

**Klink J M & Associates**  
**1450 S Oakland**  
**Aurora, CO 80014**  
**303 338-5789**

**SunGard Recovery Services**  
1999 Broadway  
Denver, CO 80202-3050  
303 672-1814

**Fire Protection Consultants & Supplies**

**BFPE Engineers**  
51 W 84th Ave  
Denver, CO 80221-4880  
303 426-0342

**Central Fire Protection Contractors Inc**  
10775 E 51 Av  
Denver, CO 80239-2505  
303 576-8157

**Cobra Fire Protection Inc**  
303 341-0527

**Fire Mark Ltd**  
1090 Edinboro Dr  
Boulder, CO 80303-6428  
303 494-1161

**Fire Protection Service And Inspection Company**  
303 985-3482

**Fire Safety Consultants Inc**  
970 586-1614

**H 2 O Fire Protection**  
2105 W Amherst Av  
Englewood, CO 80110-1211  
303 761-7755

**High Tech Safety**  
175 S Kendall  
Lakewood, CO 80226-2234  
303 237-5364

**Klein Kevin Public Safety Consultants**  
1221 Pearl  
Boulder, CO 80302-5204  
303 413-9514

**MountainStar Group Inc**  
800 937-4548

**United Fire Protection**  
15600 E 19 Ave  
Aurora, CO 80011-4632  
303 366-8704

**Universal Fire Equipment Co**  
5825 W 6th Av Unit 3A  
Lakewood, CO 80214-2460  
303 238-4099

### **Pest Management**

**Colorado Pest Management**  
11211 E Arapahoe Rd  
Englewood, CO 80112-3852  
303 706-9616

**Denver Pest Management**  
9931 Clark Dr  
Northgless, CO 80221-6028  
303 457-8885

**Ecolab Pest Elimination Services**  
800-325-1671

**Economy Termite & Pest Control Co**  
303 825-6545

**Environmental Pest Control**  
303 766-3031

**Forrest & Company**  
15632 W 79 Pl  
Arvada, CO 80007-7810  
303 431-6875

**Great Western Pest Control**  
303 404-9230

**Nature's Green TLCTD**  
14550 E Easter Av  
Englewood, CO 80112-4263  
303 690-1096

**Orkin Exterminating Co Inc Commercial Service**  
303 722-9090

**Professional Services Pest Control Metro Denver**  
**303 427-0777**

**ProTerm Pest Control**  
**303- 431-0662**

**Roach-X Pest Control**  
**7315 W Colfax Av**  
**Lakewood, CO 80215-4114**  
**303 237-3788**

**Rocky Mountain Pest Control**  
**1944 S Quebec**  
**Denver, CO 80233**  
**303 750-2020**

**Terminix**  
**303 373-9903**

## **SECTION 4: COLLECTIONS SALVAGE PRIORITIES**

## 4.1 ARCHIVES

### Manuscript Collections for Emergency Evacuation

Updated July, 2004

#### **AFL/CIO, Region 11, 1950's - 1980's**

10.5 linear feet

1950s - 1980s

Local union files: correspondence, membership files, including Coors Local Union 366 strike/boycott; Colorado and New Mexico AFL/CIO files and Central Labor Council topical and financial records.

Preliminary Inventory available in Archives.

#### **Allott, Gordon**

600 boxes

1933-1969

After graduating from the University of Colorado law School in 1929, Gordon Allott (1907-1989) established a private law practice in Lamar. From 1934-1948, he served as city, county, and district attorney in Lamar# except during his service in the Air Force during WWII. A Republican, Allott served as Lieutenant Governor under Dan Thornton, 1950-1954, and as a United States Senator from 1955-1972. The collection contains files of Allott's early political work with the Young Republicans, 1933-1950, plus personal and subject correspondence for Allott's three terms in the Senate. His Senate committee records are extensive, particularly for the Committee on the Interior and Insular Affairs.

Collection restricted, see guide for details in Archives.

#### **American Friends Service Committee - 3rd Accession**

48 small boxes (24 linear feet)

1971-1996

AFSC papers 3rd Accession include both the Rocky Flats Project and the Colorado Peace Network. The materials relate to the Rocky Flats Nuclear Weapons Plant, radiation, radioactive waste, other nuclear weapons plants, hazardous materials, and assorted peace and environmental issues.

Preliminary inventory available in Archives.

#### **American Friends Service Committee - Colorado Peace Network**

3 boxes (4.5 linear feet)

1984-1990

AFSC - Colorado Peace Network records include the project and resource files which contain correspondence, reports, announcements, press releases on topics such as organizations for peace, Rocky Flats, transportation of hazardous materials (HAZMAT) and Rocky Mountain Arsenal.

Guide available in Archives.

#### **American Friends Service Committee - Rocky Flats Project**

9 boxes (13.5 linear feet)

1966-1985

AFSC-Rocky Flats Project papers include newsclippings, alphabetical and chronological files, publications and reports of the Rocky Flats Monitoring Committee, the Energy Research and Development Administration and the Colorado Department of Health.

Guide available in Archives.

#### **Aspinall, Wayne N.**

50 boxes

1940s-1980s

Wayne N. Aspinall (1896-1983) represented Colorado's Western Slope in the U.S. Congress from 1950-1972. He obtained federal funding for Colorado water development projects while serving as chairman of the Interior Committee. He was a native of Pallisade, Colorado, where he practiced law in the thirties and forties. The collection includes personal papers retained at the Aspinall residence in Pallisade, primarily correspondence files from his district office in Grand Junction, 1960-1972, election campaign correspondence and records, scrapbooks and clippings, 1950-1970s, and personal and business letters from 1973 through 1983. Aspinall's Washington, DC office records are available at the University of Denver Library.

Guide available in Archives.



**Boller, Paul F.**

1 box

1942-1943

Papers consist of correspondence between Paul F. Boller, Jr. and his family during the his attendance at the US Navy Japanese Language School located at the University of Colorado in Boulder from 1942-1946. Included in the collection are newspaper clippings in reference to the Japanese Language School, graduation, and to racial tensions on campus at the time he attended JLS in Boulder.

**Boorman**

.25 linear feet

1942-1946

The *Howard L. Boorman Collection* consists of the World War II files of Howard L. Boorman (1920-). Howard Boorman is a graduate of the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. Boorman served in the Pacific Theater and northern China. The collection consists of a biological resume, correspondence, and memorabilia.

**Bridgham, Phillip**

.5 linear feet

The *Philip L. Bridgham Papers* consist of the World War II files of LT JG Philip L. Bridgham (1921- ). Philip Bridgham is a graduate of the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. LT JG Philip L. Bridgham served in California, New Guinea, Australia, and Japan as a Japanese Language Officer (JLO) from 1944-1946. The collection consists primarily of correspondence between Bridgham and his fiancé Elizabeth Wilkinson. His JLO experience was instrumental in directing him to a career in the Central Intelligence Agency.

**Brown, Sidney D.**

2 linear feet

1944-1946

Sidney DeVere Brown's, a graduate of the Japanese Language School, collection includes Curriculum Vitae of JLS and "Boulder Boys" written by him. Also included are letters, correspondence, excerpts from a JLS lesson book, a geography reader of Japan, a military reader of Japan, a Japanese-English dictionary, and 2 Japanese vocabulary books.

**Boulding, Elise**

120 linear feet.

1960s-1970s

Elise Boulding was a noted sociologist and educator. The collection holds peace research organization files, manuscripts and supporting materials related to conflict resolution, conference and meeting materials including printed matter.

Guide available in Archives.

**Boulding, Kenneth**

approximately 350 linear feet

1967 - present,

Correspondence, writings, publications, poetry, and files of Kenneth Boulding, economist, social scientist, poet, and peace activist.

Kenneth Boulding Papers have preliminary inventory.

**Brown, David R.C.**

20 boxes/ 106 volume

1870-1920s

D.R.C. Brown (1856-1930) came to Black Hawk in 1877 where he entered the mercantile business of H.P. Cowhaven. In 1880 they moved the business to the new camp of Aspen, where Brown soon became an important mine owner and influential businessman. The collection contains records of the Aspen Mining and Smelting Co., the Bushwhacker Mining Co., the Taylor and Brunton Sampling Works, the Aspen Public Tramway Co., and other enterprises in which Brown had interests.

Guide available in Archives

**Brown, William Carey**

54 boxes/ 1 reel microfilm/ 300 maps

1870s-1930s

Born in Minnesota, William Carey Brown (1854-1939) graduated from West Point (USMA) in the class of 1877, served in the Indian Wars (1877-1890), the Spanish-American War (1898), the Philippine Insurrection (1901), the Mexican Punitive Expedition (1914), and World War I. After his retirement in 1918, he devoted his energies to corresponding with veterans and collecting material on the Indian Wars and editing "Winners of the West," a journal published by veterans of the Indian Wars. The collection documents Brown's career and contains information he collected including correspondence files, diaries, maps, scrapbooks, photographs, newspaper clippings, articles and publications.

Guide available in Archives.

**Campion, John Francis**

17 boxes/ 24 volumes/ 56 maps, blueprints

1887-1922

John Francis Campion (1846-1916) was born on Prince Edward Island in Canada. At the age of 17 he enlisted in the Union Navy in the Civil War. After the war he mined in California and Nevada before coming to Leadville, Colorado, in 1879. He shortly became one of Leadville's prominent mine owners. The collection contains day books, payrolls, letterpress books, detective reports, ledgers, shipping reports, and other records of Campion's Leadville and Breckenridge mining operations, including the famed "Little Jonny Mine."

Guide available in Archives.

**Carpenter, Malcolm Scott**

14 boxes/ 2 oversize folders

1960s

A Boulder, Colorado, native, Scott Carpenter was one of America's pioneer astronauts. The collection contains correspondence, memorabilia, photographs and clippings. The bulk of the collection, however, consists of the extensive files of technical articles and publications collected by Lt. Commander Carpenter during his assignment to the National Aeronautics and Space Administration's manned space program.

Guide available in Archives.

**Chaffin, Verner**

2 linear feet

1942-1946

The *Verner F. Chaffin Collection* consists of the US Navy files of LT Verner F. Chaffin (1918- ). Verner F. Chaffin graduated from the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. Verner F. Chaffin served in the US Navy during World War II and the Korean War. The collection consists of correspondence, pamphlets, photographs, identification, newspapers, and US Navy Records.

**Chenoweth, J. Edgar**

123 linear feet

1940-1964

J. Edgar Chenoweth (1897-1986) served as assistant district attorney (1929-1933), and county judge (1933-1941) of Las Animas County. Except for 1949-1950, he was the Republican Congressman for Colorado's third district from 1940 until 1965. The collection contains his political correspondence, subject files, scrapbooks and photographs.

Guide available in Archives.

**Cobb, John, Dr.**

62 boxes (83 linear feet )

1960-1993

Dr. John Cobb (b. 1919), M.D., Harvard University (1948), and Master of Public Health, Johns Hopkins University (1954), became a professor of community health in the Department of Preventative Medicine and Biometrics at the University of Colorado School of Medicine in 1965, where he is currently an emeritus professor. Dr. Cobb was appointed by Governor Lamm and Congressman Wirth to the Lamm-Wirth Task Force on Rocky Flats in 1974. From 1975 to 1982, he worked as principal investigator on an EPA contract to study human plutonium burdens in people who lived near the Rocky Flats Nuclear Weapons Facility. He has also served on several other councils and commissions concerning Rocky Flats and Three Mile Island. The collection contains files relating to Dr. Cobb's medical career including:

plutonium study papers; material on air and water pollution, recycling, bioethics, holistic medicine, and urban health ecology; Rocky Flats and Pakistan radiation studies; and teaching materials, reports, and conference papers.

Preliminary Inventory available in Archives.

**Cockerell, Theodore Dru Allison**

27 boxes/ 4 card files/ 2 oversize fold

1882-1949

Born in England, T.D.A. Cockerell (1866-1948) came to the University of Colorado in 1904 as a professor of evolution and comparative anatomy. He was a naturalist in the 19th century tradition, as well as an educator, humanist and philosopher. During his lifetime he produced almost 4000 publications. The collection contains personal and family correspondence, diaries, sketches, photographs and a master file of his published works.

Guide available in Archives.

**Colorado Labor Council**

16.5 linear feet

1955-1973

The Colorado Labor Council was formed as the state AFL and CIO at the time of the merger of the two in 1955. The CLC was one of the founders of Denver and Pueblo's Job Opportunity Centers; sponsored the weekly television program "Labor Language", and has involved itself with numerous labor, social, and political problems of the state. The collection contains correspondence concerning the Job Opportunity Centers, the TV program and a wide variety of social issues.

Guide available in Archives.

**Colorado Peace Network**

4.5 linear feet

1971-1996

American Friends Service Committee Collection

Papers from the AFSC include the Rocky Flats Project and the Colorado Peace Network which formed in 1983. The papers concern the Rocky Flats Nuclear Weapons Plant, radiation, radioactive waste, other nuclear weapons plants, hazardous materials, and assorted peace and environmental issues. (3<sup>rd</sup> Accession)

**Colorado State Federation of Labor**

55 Boxes/68 Volumes

1896-1955

The Colorado State Federation of Labor was organized in 1896 to coordinate the efforts of the state's labor unions. Its industrial union emphasis prevented it from affiliating with the AFL until 1905. When the AFL combined with the CIO in 1955, the State Federation merged with the Colorado Industrial Union Council to form the Colorado Labor Council (# 1139). This collection contains record books and convention proceedings (1896-1953), correspondence, reports and periodicals covering many of the important labor disputes in Colorado from the 1890s to the 1950s, as well as pamphlets collected by the Federation on a wide variety of topics.

Guide available in Archives.

**Colorado Woman's Christian Temperance Union**

13 boxes/ 12 oversize folders

1878-1970s

The Colorado WCTU was organized in Longmont in 1880, two years after the formation of the first three locals in Greeley, Evans, and Longmont. The Colorado WCTU was active in woman's suffrage, prison reform, homes for unwed mothers, day nurseries, eight-hour laws and other reforms in addition to their primary concern of prohibition. The collection contains minutes of the Boulder Chapter (1891-1950) plus minutes of other Colorado local chapters for shorter periods of time. In addition there are state convention proceedings (1882-1969), state officers' minutes and reports, and many WCTU pamphlets and publications.

Guide available in Archives.

**Condon, Edward U.**

11 boxes/ 21 volumes

1960s

Dr. Edward U. Condon (1902-1974), professor of physics and astrophysics and fellow of the Joint Institute of Laboratory Astrophysics (JILA) at the university of Colorado, conducted a study of Unidentified Flying

Objects (UFOs) for the U.S. Air Force in the mid-1960s. Included in the collection are transcripts from Gemini space flights, microfilm of UFO publications and reports, plus books, pamphlets, journals and other material. Also included is material on the "Bevatron" (BEV Proton Accelerator) study also led by Condon. Guide available in Archives.

**Conroy, F Hilary**

.5 linear feet

1944-1965

The Professor F Hilary Conroy collection, a graduate from the Japanese Language School in Boulder, Colorado, includes a memoir, newsletters, news articles printed in Japanese, and a letter from Professor Conroy to family from the JLS discussing his involvement in the school.

**Costigan, Edward P.**

66 linear feet, 1000 volumes/ scrapbooks

1900-1930s

Edward P. Costigan was an advocate of civic reform and progressive politics. Following service on the U.S. Tariff Commission, he was elected to U.S. Senate. The collection contains personal and legislative correspondence and scrapbooks, Costigan's personal 1000 book library reflecting his broad interests in women's suffrage, prohibition, labor strifes, anti-lynching laws, tariff legislation, and other progressive and liberal issues.

Guide available in Archives.

**Cox, Headly M.**

.5 Linear feet

1942-1946

The Headly Morris Cox, Jr. Collection consist of the US Navy files of LT Headley Morris Cox, Jr. (1916-). Headley Morris Cox, Jr. graduated from the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. LT Headley Morris Cox, Jr. served in the Navy from 1944-1946. The collection consists of JLS papers/ books, correspondence, photographs, and Navy Records.

**Cromie, John**

.5 linear feet

1942-1946

Collection consists of a short diary, entitled "From Benjo to Benjo with Beckmann Through Japan", of a US Navy inspection of Japanese Naval vessels. Cromie took part in this inspection while serving as interpreter for the US Navy. Cromie graduated from Japanese Language School located at the University of Colorado in Boulder from 1942-1946.

**Dornheim, Arthur R.**

1.5 linear feet

1942-1944

The *Arthur R. Dornheim Collection* contains the papers of Arthur R. Dornheim, who graduated from the US Navy Japanese Language School, located at the University of Colorado in Boulder, from 1942-1946. The collection consists of memorabilia and photographs of JLS and post-War years. Dornheim was assigned to JICPOA in Pearl Harbor for two years and in 1944 was detailed to the forces assigned to recapture Guam. Dornheim also served in the occupation of Japan.

Guides available

**Dunbar, Calvin**

.25 linear feet

Papers contain a brief history of Calvin Dunbar's military assignments and activities US Marine during World War II. Also included are prisoners of war and surrender documents including; "Preliminary POW Interrogation Report", and "The Surrender of Major Sato". Several newspaper articles document Mr. Dunbar returning a sword he held since the end of WWII to its rightful owner, a Japanese doctor, Mitsuru Yazu. Also included is a 4 hour and 30 minute video of Mr. Dunbar's experiences as a Japanese Language specialist during the war. Mr. Dunbar is a graduate from the Japanese Language School at Camp Elliott in San Diego, California.

**Durnden**

.25 linear feet 1946  
The Robert F Durnden collection consists of a memoir and newsclippings while attending the Japanese Language School in Boulder, Colorado.

**Evans, Frank**

355 boxes 1964-1978  
After graduating from the University of Denver Law School in 1950, Frank Evans (b.1923) returned to his home in Pueblo, Colorado, to establish a law practice. He served in the Colorado General Assembly from 1961-1964. A Democrat, he succeeded J. Edgar Chenoweth (# 1114) as a member of Congress representing Colorado's Third District, 1965-1978. The collection contains correspondence, subject and personal files and published material relating to his congressional office.  
Guide available in Archives.

**Flaherty, Duane**

SMss Drawer  
Papers contain a letter from Duane J. Flaherty, June of 2000, with recollections of his time at the US Navy Japanese Language School (class of 1944 -1945) and some personal information, as well as a photo of Mr. Flaherty with some classmates.

**Friends of the Earth, Colorado Office - Kevin L. Markey**

62 boxes 1970s-1980s  
Friends of the Earth, Colorado Office was the Denver, Colorado field office of the national environmental protection organization headquartered in Washington, DC. The oil shale boom threatened environmental losses and led this group to foster political activity to minimize any resulting damage. The collection includes federal government printed materials and organizational records about its interests and documenting environmental losses.  
Guide available in Archives.

**Friends of the Earth - Colorado West Office, Grand Junction**

30 boxes 1975-1985  
The FOE national organization of environmental activists opened a Denver, Colorado, office in 1975 (#1749). The FOE - Colorado West Office, located in Grand Junction followed in 1982. Constance Albrecht, as an FOE staff person, gave particular attention to U.S. Department of Energy oil shale leasing to industry, activities of the U.S. Synthetic Fuels Corporation, the disposal of uranium mill tailings and other radioactive substances. The collection consists of environmental studies, reports and publications on the above mentioned and related concerns for the period 1975 through 1985.  
Guide available in Archives.

**Gary, Holland**

.5 linear feet 1943-1945  
The Holland M. Gary Collection consists of the World War II files of Holland M. Gary (1911-1980). Holland M. Gary graduated from the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. Holland M. Gary was stationed in Washington D.C. and Tokyo. The collection consists of correspondence with his wife Betty Gary, biographical information, Lessons, notes, newspaper clippings, pictures, and a Kanwajiten book.

**Gregg, Gene**

.1 linear foot 1942-1946  
The *Gene Gregg Correspondence (Excerpts)* consist of a short biography of Gene Gregg written by Betty Gregg and excerpts of letters written by Gene Gregg (1919-1998) to Betty Gregg. Gene Gregg was a graduate of the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. Gregg was a Lieutenant in the US Marine Corps. The collection consists of photocopied excerpts of his original World War II correspondence, put together by Betty Gregg, wife of Gene Gregg.

**Hart, Gary**

251 boxes/1 oversize bundle

1970-1987

Gary Hart (b.1937), a graduate of Yale University's schools of Divinity and Law, first gained national visibility while directing George McGovern's 1972 presidential campaign. Colorado voters elected Hart to the U.S. Senate in 1974 and narrowly reelected him in 1980. He soon began a "dark horse" try for the Democratic Party's presidential nomination, placing second to Walter Mondale in 1984. Hart retired from the Senate in 1986 to unsuccessfully pursue the 1988 nomination, disbanding the campaign organization by mid-1987. The collection includes Senate papers and records from Hart's Washington and Colorado offices, plus diverse materials generated for the Senator's Colorado and national election efforts.

Guide available in Archives.

**Hasbrouck, Fr. John**

.25 linear feet

John Hasbrouck is a graduate of the Navy Japanese Language School located at the University of Colorado in Boulder, from 1942-1946. He entered the US Marine Corps in 1943. Hasbrouck was discharged from the USMC in 1946 and immediately after became a Trappist Monk. This collection contains a postcard and a pamphlet written by Hasbrouck documenting his conversion, war travels, and his decision to enter Monastic life.

**Haskell, Floyd K.**

203 Boxes

1973-1979

Floyd Haskell practiced law in Denver from 1946-1972. In 1965 he was elected to the Colorado House of Representatives and served as the Republican assistant majority leader. Following the U.S. armed invasion of Cambodia in 1970, he protested by switching political parties and running successfully for the U.S. Senate as a Democrat. The collection contains correspondence, documents, and records of actions plus printed material pertaining to his senatorial years.

Guide available in Archives.

**Hawkins, David**

37 linear feet

1932-2001

David Hawkins (1913-2002), scientist, mathematician, philosopher, and educator, was the official historian of the Manhattan Project at Los Alamos, New Mexico. A Distinguished Professor of Philosophy at C.U. , 1947-1982, the magnitude of the change in destructive power which nuclear weapons represented crystallized Hawkins' passion for educating the layman about science. David and Frances Hawkins became leaders in improving science education for elementary schools, and founded the Mountain View Center For Environmental Education at C.U. in 1970.

Guide available in Archives

**Hefferly, Frank and Fred K.**

10 Boxes/11 Oversize Folders

1902-1972

Frank Hefferly (1878-1960) immigrant to the U.S. in 1889, joined the UMWA and became a labor organizer, District #12 State Executive Board Representative, Colorado State Federation of Labor President and District #15 President in Colorado. A protege of John L. Lewis, Frank Hefferly organized miners, meat packers, steel, and rubber workers in the late 1930s for the CIO. His son, Fred K. Hefferly (1907-1988), joined him as an organizer for the CIO and later for the UMWA from the late 1930s to the 1970s. Fred K. Hefferly also became the District #15 Secretary-Treasurer and later President. The collection contains personal correspondence and financial records, union correspondence, publications, and photographs from 1902-1972.

Guide available in Archives.

**Hough, Alfred Lacey**

1 box / 1 oversize folder

1855-1890

Alfred L. Hough (1826-1908) served in the U.S. Army for more than 35 years, including service in the Civil War, Reconstruction and various Indian wars. The collection contains Hough's handwritten

autobiography describing his military career. There are also copies of letters sent to his wife during several of his military campaigns.

Guide available in Archives.

### **Houston, John K.**

1 box/ 2 oversize folder

1862-1866

Private correspondence and U.S. Army documents of Lieutenant John Houston of the 1st and 5th California Volunteer Regiments during the Civil War. Houston served as quartermaster officer at several posts in Arizona and New Mexico.

Guide available in Archives.

### **Hudson, William**

24 linear feet

1942-1992

The *William J. Hudson Papers* consist of files assembled by William J. Hudson (1922- ) regarding the US Navy Japanese Language School and its WWII graduates. Hudson is a graduate of the school, located at the University of Colorado in Boulder from 1942-1946. Hudson worked with Captain Roger Pineau USNR to organize reunions and to gather research material for Pineau's book on the JLS and its graduates. Includes information about the 1976 and 1992 reunions, lists of the graduates organized according to various criteria, and correspondence between Hudson and various fellow alumni.

Guide available in the Archives.

### **Ingersoll, Ross**

.25 linear feet

1943-1946

The *Ross H. Ingersoll Papers* consist of Japanese Language School and World War II papers donated by Ross Ingersoll (1914- ). Ingersoll was a graduate of the US Navy Japanese Language School, located at the University of Colorado in Boulder, Colorado. Ingersoll's collection consists of an autobiographical statement along with the typescript of the diary (March 1943-May 1944 & August 1945-May 1946) of James Durbin, a fellow Japanese Language Officer.

### **International Mailers Union**

28 Boxes

1940s-1978

In 1943, International Typographical Union (ITU) members skilled in handling printed matter, including newspapers formed an independent organization, the International Mailers Union, with locals in the United States and Canada. The Mailers sought better contract terms through direct participation at the bargaining table. Automation in the sixties and seventies severely reduced employment in the printing trades, forcing mergers of the IMU with ITU in 1978 and ITU with the Communications Workers of America (CWA) in 1987. The collection includes IMU president's office correspondence and bargaining agreements, IMU Secretary-Treasurer's membership and financial records, Union publications and related materials.

Guide available in Archives

### **International Typographical Union**

first accession, 63 boxes/16 V./19 Ovrz Flders

1878-1986

second accession, 148 boxes

1851-1986

Established in 1852 as the National Typographical Union, this was the oldest labor union in continuous existence. Members worked in composing, printing, press rooms throughout the newspaper industry. The ITU worked for employment security, higher wages, standards control, benefits and pensions for their membership. The ITU was headquartered in Colorado Springs, along with the ITU Printers' Home, a retirement and medical facility for infirm ITU retirees. The collection consists of two accessions. The first includes published journals, proceedings, newspapers, newsletters and the library of the union. There are also legal files of several NLRB cases and photographs of the Printers' Home. The second accession contains the manuscript papers, minutes, "rat" files, strike files, letterpress books, films, memorabilia, and membership materials.

Guide available for first accession, preliminary inventory available for second accession in Archives.

### **International Union of Mine, Mill and Smelter Workers, Local No. 890 (see WFM, IUMMSW below)**

29 Boxes

1940-1973

Part of the greater IUMMSW Archive, the papers of the Amalgamated Bayard District Union, Local No. 890 include the records of previously separate locals 64,69,530,604, and 628 from 1940 to 1948, all of which merged with #890 in 1948. These locals all centered around the copper and zinc mining, milling and smelting region of Bayard and Silver City, New Mexico. The papers of the smaller locals, along with the larger 890, contain minutes, roll books, financial records, the "check off" lists of dues paying miners with each company, election ballots, strike vouchers, negotiation files, contracts, and correspondence for the years 1940-1973. The membership of the local was predominantly Hispanic, and the subject of the film "Salt of the Earth."

#### **US Navy Japanese/Oriental Language School**

7 Small boxes (3.5 linear feet)

1922-1946

The Japanese (Oriental) Language School began as the Navy School of Oriental Languages in Tokyo, Japan in 1922. In 1941, the US Navy began a US Naval Reserve Japanese Language Course at the University of California, Berkeley. EO 9066, the presidential order requiring the internment of Japanese nationals and Japanese-Americans, forced the move of the JLS to the University of Colorado in June, 1942. The University of Colorado/US Navy JLS trained commissioned officers from the US Navy, Marines and WAVES for duty as translators, interpreters and intelligence work from July, 1942 to June, 1946. The collection is a composite of photocopies of University of Colorado records, publications, scrapbooks, Japanese language training material, clippings, correspondence, and class material.

Guide available in Archives.

#### **Jencks, Clinton**

28 boxes/8 ovsz items (42 linear feet)

1900-1960s

Clinton Jencks was business agent for the Amalgamated Local #890 of IUMMSW in Grant County, New Mexico from 1947 to 1967. Following the Empire Zinc Strike of 1950-1952, Jencks was indicted on charges of swearing falsely on a non-communist affidavit. The collection contains scattered historical records of WFM locals and districts, IUMMSW Executive Board Minutes, General Proceedings, U.S. v. Maurice Travis, organization summaries (1950-1964), depositions re George Pettibone, legal transcripts of anti-communist trial proceedings including U.S. v. Clinton Jencks. Also included are runs of labor publications.

Guide available in Archives.

#### **Jensen, Neal F.**

.25 linear feet

1943-1945

The Neal F. Jensen Collection consists of the World War II papers and slides of LT Commander Neal F. Jensen (1915- ). Neal F. Jensen is a graduate of the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. Neal F. Jensen served in Hawaii, the Phillipines, Iwo Jima and Okinawa as a Japanese Language Officer (JLO).

#### **Johnson, Carl J.**

167 boxes (192 linear feet)

1945-1988

Carl Johnson (1929-1988), M.D., M.P.H., had an international reputation for his work involving the health effects of nuclear radiation. As the Director of the Jefferson County Health Department (1973-1981), he performed plutonium soil surveys and cancer incidence studies concerning the Rocky Flats Nuclear Weapons Plant. Dr. Johnson's work also dealt with Utah Downwinders, the Savannah River Plant, and other nuclear issues. The collection contains his writings and research from 1945 to his death in 1988.

Guide available in Archives. Restrictions on use, see information file for details

#### **Johnston, Warren**

1 linear foot

1943-1948

Papers contain information about Warren Johnston's attendance in the US Navy's Japanese Language School, located at the University of Colorado at Boulder, 1942-1946; as well as information and correspondence about his consequent assignment on the Marianas Islands, where he ran the Tinian School for displaced Japanese and Korean children.



**Kane, Albert E.**

1 linear foot

The *Albert E. Kane Collection* consists of the World War II files of Albert E. Kane (1901-1992). Albert E. Kane is a graduate of the Harvard US Navy Japanese Language School, then co-located at Harvard and Berkley in 1941, and later established at the University of Colorado in Boulder from (1942-1946). Kane traveled in Japan and China prior to the War. During the War Kane worked at the Naval Communications Annex in Washington DC where he decoded messages being intercepted from Japanese ships, etcetera. The collection consists of memorabilia, books, correspondence, US Navy and law certificates, newspaper clippings, photographs and slides.

**Keating, Edward**

16 boxes/ 6 oversize folders

1907-1965

Edward Keating (1875-1965) moved to Colorado from Kansas in 1880. After working for the *Denver Republican*, he became proof room foreman for the *Rocky Mountain News* in 1895. From 1906-1911 he was its managing editor. Keating served three terms (1913-1919) in the U.S. Congress before he became the Plum Plan League's manager and editor of its house organ, *Labor*, the voice of the Standard Railroad Labor Organization. He retired in 1953. The collection consists of correspondence, diaries, book manuscripts, speeches and material collected during his career.

Guide available in Archives. Restricted Collection, see information file for details

**Keyes (Wilfred) v. Denver School District**

25 boxes

1969-1980s

In 1969, two Denver attorneys, Craig S. Barnes and Gordon G. Griener, filed a class action lawsuit against the Denver School Board, technically Colorado School District # 1, as a means to require racial integration of the Denver Public Schools. The attorneys represented Wilfred Keyes and seven additional families resident in Denver's Park Hill neighborhood who sought equal educational opportunity for their school age children. The Keyes case records include historical data on residential segregation in Denver, court pleadings and trial proceedings including hearings on the award of fees attorneys for the plaintiffs.

Guide to first 13 box accession available. Second accessioned unprocessed.

**Kogovsek, Ray**

162 boxes

1979-1984

Ray Kogovsek served three terms in the United States Congress representing Colorado's Third Congressional District. The boundaries of his district were changed in 1980 from Southeastern Colorado to Western Colorado plus Pueblo County. Kogovsek, a Pueblo native, had served in the Colorado legislature before succeeding Congressman Frank Evans. The collection includes correspondence with constituents, committee materials, legislation files and case work papers from offices in Washington, Pueblo, Colorado Springs, Gunnison and Durango. Outgoing letters, 1981-1984, are available on computer output microfiche ordered by subject.

Guide available in Archives.

**Kramer, S. Paul**

.5 linear feet

1942-1946

The S. Paul Kramer Collection consists of a memorandum documenting Kramer's experience in the destruction of the surrendered Japanese submarine fleet. Kramer graduated from the US Japanese Language School located at the University of Colorado. The collection also contains a picture of Kramer and three Petty Officers in front of the USS NEROES and copy of a commendation for performance of duty, which Kramer received in connection with Operation "Roads End".

**League of Women Voters of Colorado**

18 boxes (24 linear feet)

1920s-1990s

The League of Women voters is a nonpartisan political organization that influences public policy through education and advocacy. The League actions on specific issues have occurred only after the study and consensus of their membership. The collection contains the records of the Denver based Colorado Office, including reports, correspondence, studies, publications and subject files relating to constitutional issues,

voter information, children's laws, water and air quality, hazardous materials, Colorado fiscal structure, natural resources and education.

Guide available in Archives.

**Lefko, Orville**

.25 linear feet

1942-1946

The *Orville B. Lefko Papers* consist of the World War II documents and photographs of Orville B. Lefko. Lefko graduated from the US Navy Japanese Language School located at the University of Colorado in Boulder from 1942-1946. He served as a Navy Intelligence Officer in JICPOA, the 5th Marine Division, the Navy Technical Mission to Japan, and the US Bombing Survey.

**Levine, Solomon and Elizabeth**

**Levy, Marion**

**Long, Margaret**

22 boxes/ 15 oversize fds/ 11 card files

1850s-1957

Margaret Long (1873-1957) graduated from Johns Hopkins Medical School in 1903 and came to Denver in 1905 to found the Sands Home for tubercular women. She also served at several other hospitals and the Florence Crittenden Home for unwed mothers. The collection, however, deals with Dr. Long's hobby of studying the desert and pioneer trails. It contains correspondence, journals of her travels, interviews, photos, maps of early trails, and copies of her published books on pioneer trails.

Guide available in Archives.

**Margolis, Eric, Coal Project**

16 boxes/239 video and audio tapes

1974-1984

The Colorado Coal Project was conducted by Eric Margolis and Ron McMahan, Institute of Behavioral Science, University of Colorado. Between 1974 and 1982 they documented on videotape the history, technology, and lives of the coal miners in Colorado through interviews and photographs. Topics covered include: Boulder County, the Columbine Incident, the Great Depression, Immigration, the IWW, Mother Jones, the Ludlow Massacre, UMWA, labor unions, and strikes.

Guide available in Archives.

**Marr, John W.**

19.5 Linear Feet

1910s-1970s

John Marr was a professor in the Department of Environmental, Population, and Organismic Biology at the University of Colorado, Boulder. The collection includes publications on environmental and recreational issues, the International Biological Program, and the Rio Blanco Gas Stimulation Project.

Guide available in Archives.

**Martell, Edward**

1 linear foot SMss [60 linear feet unprocessed]

1970-1991

This collection consists of several articles written by Edward Martell on plutonium particles and their effect on human lungs. Article refers to Rocky Flats Nuclear Facility and to cancer risks associated with plutonium particles.

**McLean, John** .25 linear feet

1940-1970

Papers consists of a memoir entitled "World War II Reminiscences and the Battle of Iwo Jima", photographs taken during WWII. The collection also contains excerpts of a family memoir detailing his duties during the Occupation of Japan. McLean graduated from the US Navy Japanese Language School located at the University of Colorado in Boulder, from 1942-1946.

**Millikin, Eugene**

4 boxes/ 26 scrapbooks

1912-1956

Eugene Millikin (1891-1958) graduated from the University of Colorado Law School in 1913. After serving in France in World War I, he established a law practice in Denver and served as President of the Kinney-Costal Oil Co. In December, 1941 he was appointed to the U.S. Senate vacancy caused by the death of Alva B. Adams. He retained the Senate office until he voluntarily retired in 1955. The collection contains 26 scrapbooks, legislative records of the 80-84th Congresses, an appointment book (1944-1955), indexes to legislative and voting records, speeches, correspondence, and tributes to Millikin on his retirement, a brief family history, service records, and memorabilia.

Guide available in Archives.

### **Mountain Research Station**

Photo collection 4.5 linear feet

1909-1966

The Mountain Research Station is an interdisciplinary field research and teaching facility managed by the Institute of Arctic and Alpine Research (INSTAAR) and devoted to advancement of the study of high mountain ecosystems. The collection consists of the development of the station, participants, courses offered, and photographs of various sites and activities.

Guide available in Archives.

### **Nace, George**

.25 linear feet

1943-1946

Professor George W. Nace's collection, (1920-1987), Professor Nate is a graduate of the Japanese Language School, includes two letters sent from Japan to family members, as well as an internal report prepared in 1946 during Japanese surrender.

### **National Farmers Union**

128 boxes

1902-1980's

The University of Colorado holds the official archive of the National Farmers Union (NFU). Founded in Texas in 1902, the NFU soon had locals throughout the South. It spread through the Mid-West in the 1920's, becoming especially strong in North Dakota. Headquartered in Denver since 1940, the NFU has 17 chartered state unions and locals in nonchartered states. It has been the voice of the small farm operator for many years, maintaining offices in Washington, D.C. and many state capitals in order to better advocate legislation beneficial to the family farm.

Guide available in Archives.

### **Nelson, Glenn**

2 linear feet

1942-1946

This collection of Japanese Language School graduate, Glenn Nelson, includes articles and newspaper clippings on the Marines influence on Japan, as well as five volumes of Japanese word books, 3 instructional military guides, five reels of film, a book of Japanese names with telecode numbers, a Japanese-English dictionary, a guide to Japan and eight other language books.

### **Oil, Chemical, and Atomic Workers International Union**

57 Linear Feet

1934-1970s

The Oil, Chemical and Atomic Workers International Union (OCAW) had its beginnings in 1899 as the International Brotherhood of Oil and Gas Well Workers. The union had a mixed success until in 1955 the two major unions in the industry, the Oil Workers International Union and the Gas, Coke and Chemical Workers, joined to form the present OCAW. The University of Colorado holds the official archive of the union, including convention proceedings, district strike files, executive board minutes, local contracts, and financial records of the OCAW and several related unions, plus a variety of books, newspapers and pamphlets on matters of concern to the union.

Guide available in Archives.

### **Oil, Chemical, and Atomic Workers International Union, Local #1-128**

c400 Boxes

1943-1986

The records of Local #1-128 of Long Beach, California include papers which deal with oil refineries and chemical companies, membership records, general files, grievances, negotiations and contracts, strike files, election records, and unit minutes. The locals papers date primarily from the period 1943 through 1986.

Guide available in Archives.

**Oliphant, Patrick, Cartoons**

159 items

1965-1966

Pat Oliphant (b.1935), an Australian, started work as a copyboy with the Adelaide "Advertiser" at age 18. Two years later, he became its editorial cartoonist. In 1964 the "Denver Post" hired him as editorial cartoonist and in the following year he won a Pulitzer Prize. A Pulitzer prize winner, he is now a nationally syndicated cartoonist. The collection consists of 159 original cartoons produced during 1965 through 1968.

SMss. User copy available, use of originals restricted, see information file for details.

**Patton, James G.**

29 boxes/85 volumes

1920s-1970s

James G. Patton (b. 1902), a native of Nucla, Colorado, spent most of his early life in western Colorado. He became interested in the organization of farmers while promoting farmers' cooperative insurance during the early 1930s. He was successively: secretary (1932) and president (1937) of the Colorado Farmers Union; and an executive board member (1937) and president (1940-1966) of the National Farmers Union (# 1374). During his NFU presidency, Patton corresponded with a wide range of politicians in Washington, DC on agricultural issues. After his retirement, he served as an aide to the Pennsylvania Secretary of Agriculture. Throughout his life he has been deeply involved in agriculture in developing countries. The collection contains correspondence, publications, and topical files, on Patton's wide-ranging agricultural, political and social interests.

Guide available in Archives.

**Pineau, Capt Roger**

20 Linear Feet

1941-1945

Papers relate to the history of the teaching of Japanese in the U.S. Navy and particularly the Japanese Language School at the University of Colorado at Boulder, from 1941 to 1945. Included is correspondence and photographs from former students called JLO's, instruction materials, as well as research information gathered by Pineau to write a history of Japanese instruction in the U.S. Navy.

Guide available in Archives.

**Porter, Keith**

187.5 Linear Feet

1939-1990s

Keith Porter (1912- ) is a world-famous and honored cell biologist and tissue culturist who has made profound discoveries utilizing the electron microscope. As a research scientist, teacher and academic administrator, he has successfully served at Princeton University, the Rockefeller Institute, Harvard University (which in 1938 had awarded him an earned doctorate), the University of Colorado at Boulder, and the University of Maryland, Baltimore Co. He has received numerous awards for his scholarly attainments. The papers include personal and professional correspondence, 1939-1986, discussing in vitro research problems and techniques, inception of the Tissue Culture Association and varied administrative/personnel topics.

Guide available in Archives.

**Reubens, Edwin**

.25 linear feet

Edwin P. Reubens graduated from the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. The memoir is a brief account of Reubens' experience in JLS and WWII. The memoir also details how Reubens' utilized his JLS experience by specializing in Asian Studies at Cornell University after the war.

**Riccio, Guy J.** 1.5 linear feet

1942-1946

Papers contain a brief history of Guy Riccio's military experience during World War II, including his training at the US Navy's Japanese Language School at the University of Colorado at Boulder and his service with JICPOA and the US Strategic Bombing Survey in Tokyo, Japan. This collection covers the

years 1942 to 1947 and contains personal and military correspondence, Japanese Language School clippings and momentos, and military records and momentos from Riccio's service on the Pacific front.

**Roberts, Walter Orr**

127 Boxes/Oversize Weather Maps

1940-1990

An internationally known solar astronomer, Walter Orr Roberts (1915-1990) was a principal figure in many scientific developments in Colorado. Director of the National Center for Atmospheric Research (NCAR), professor of astro-geophysics at the University of Colorado, and director of a program in science technology and humanism at the Aspen Institute for Humanistic Studies were only a few of his many activities. He was the recipient of many awards and honors for his achievements and was a member of numerous scientific societies. The collection contains correspondence, conference data, proposals, reports, speeches, meetings and files on the challenge to American science posed by the 1957 launching of the Russian Sputnik.

Guide available in Archives.

**Roche, Josephine**

30 Boxes/3 Oversize Photographs

1910-1970s

A graduate of Columbia University, Josephine Roche (1886-1976) served as an officer of the Juvenile Court of Denver, did relief work in Belgium and assisted immigrant women for the Foreign Language Information Service after WWI. She succeeded her father as director and president of the Rocky Mountain Fuel Company (1929-1944)(# 1451), the first major Colorado coal company to recognize the United Mine Workers of America (UMWA). She also was a U.S. Treasury official (1935-38) following an unsuccessful run for Colorado governor. After World War II, Roche became Director and Trustee of the UMWA's Welfare and Retirement Fund (1948-1973). The collection contains correspondence, speeches, clippings and documents on her social work, political and union interests.

Guide available in Archives.

**Rockwell, Robert Fay**

14 Linear Feet

1916-1948

Robert Rockwell was a rancher and farmer who was a member of the Colorado House of Representatives and the Senate. He was Lt. Governor and a U.S. Congressman. He also served on the State Board of Agriculture from 1932-1946. The collection contains personal, political, and business correspondence and a ledger of his ranch. Also contains scrapbooks, clippings, and other materials on Colorado legislative and pioneer history.

Guide available in Archives.

**Rose, Edward**

22 boxes

1930s-1980s

Papers of Professor Emeritus Edward Rose (b.1909) reflect sixty years of research and study in sociology, sociolinguistics, and ethno-inquiries. He was educated at University of California, Berkeley and Stanford University. He came to the University of Colorado at Boulder Department of Sociology in 1945, becoming Director of the Institute of Behavioral Science in 1960, and a project director at IBS from 1961-1978. Papers contain tapes of interviews and lectures, student dissertations, publications, and data collected for research projects. Also included are records compiled in a house-to-house survey conducted in Boulder by the Bureau of Sociological Research in the 1930s. Questions include name, address and church and group affiliations.

Preliminary inventory of tapes only is available in Archives.

**Sayre, Hal**

10 Boxes/81 Volumes/12 Oversize Folders

1859-1925

An experienced railroad and canal engineer, Hal Sayre (1835-1926) came to Colorado during the gold rush. He was one of the founders of the town of LaPorte, and with his partner Ed Parmelee established a surveying office in Central City. In 1872 he became deputy mineral surveyor for the state of Colorado. In 1885 he moved to Denver and became involved in banking but maintained his Central City interests. During the early years of Colorado, Sayre had served as engineer with the Colorado Militia and served with the 3rd Colorado volunteers at the Sand Creek Massacre in 1864. Included are 23 diaries, kept by Sayre and

his wife, including Sayre's diary detailing events at Sand Creek. The collection holds extensive personal and business matterial maps, legal papers and records of Sayre and Parmelee's Abstract Office.

Guide available in Archives.

**Schrier** .25 linear feet

1945-1946

A Japanese Language School graduate, Professor Arnold Schrier's collection home addresses of students and instructors of the oriental language school between 1945-1946. His collection also includes three issues of "The Flat Irony," "The School of Song" both published in Japan, a program guide to the Spring graduation of Japanese Language School students in 1946 and "Guide to Japan" printed in 1945.

**Schroeder, Pat**

336 linear feet

1972-1996

Congresswoman Pat Schroeder served 24 years in the U.S. House of Representatives under Colorado's District 1. Her collection reflects her years as an U.S. Representative and also includes her campaign records. Closed until January 1, 2007.

**Seymour, Lawrence A.**

75 linear feet

The *Lawrence A. Seymour Collection* consists of the US Navy files of Lawrence A. Seymour. Lawrence A. Seymour graduated from the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. Lawrence A. Seymour served in the military and later worked for the CIA after the war as a Scientific Advisor. The collection consists of various books and publications collected during the war, histories of the US mission in Japan and or the Navy Language Schools and a pocket notebook.

**Sherman, Paul J.**

SMss drawer

.25 linear feet

1945-1946

Papers relating to Paul J Sherman's service as a navy interpreter in the Pacific during World War II. This collection contains correspondence about being among the first Americans to land in Japan after the surrender, and his witnessing of the signing of the surrender documents by General MacArthur and Japanese Foreign Minister Shigemitsu; as well as a short story written by Sherman about his post-WWII experience in Guam.

**Slaughter, Glen**

.25 Linear Feet

Papers used during the April 2000 conference, Pacific Basin Institute at Pomona College, for presentation by Mr. Slaughter. Contains story of an Okinawan volunteer, Mr. Seiichi Komesu, who helped Lt. Glen Slaughter and Lt. Glen Nelson persuade his compatriots to surrender to the American forces. Also included are newspaper clippings, correspondence, and photographs related to this story.

**Spiegel**

.25 linear feet

1942-1945

A Japanese Language School graduate, Hart H. Spiegel's collections consists of a 110-page memoir entitled "The War Years and Better Days."

**Stark, Meritt, M.D.**

30 boxes/2 ovr sz fds

1960s-1960s

Dr. Meritt Stark (1916-1996) graduated from C.U. Medical School and was a pediatrician in Denver before joining the Volunteer Physicians in South Vietnam for 2 months in 1967. He returned to South Vietnam as a public health physician in 1969 and remained there until the fall of South Vietnam in 1975. During his time there, he was conducted hospital inspections, established clinics, carried on imunization and sanitation programs, and worked with orphans, refugees and ethnic minorities. His wife and family were also involved with Dr. Stark's work. The collection contains an autobiography and correspondence referring to Dr. Stark's time in Vietnam; materials relating to the crash of a C-5A during the evacuation of orphans on April 4, 1975; and publications and books on various aspects of the Vietnam War. The bulk of the

collection, however, consists of mounted and unmounted photographs, slides, and photo albums of Vietnamese, Hmong, and Montagnard refugees, orphans, patients, and onlookers of the war.

Guide available in Archives.

**Stewart, Omer C.**

750 boxes, 4 audio tapes

1600-1991

Before coming to the University of Colorado in 1945, Omer Stewart (1908-1991) had taught at the Universities of Texas and Minnesota and had worked for the Office of the Chief of Staff and the Remington Rand Corporation during World War II. From 1945-1975, he taught anthropology at the University of Colorado, specializing in American Indian culture. The Stewart archives holds material on the land claims of the Chippewa, Potawatomie, Ottawa, and Sioux tribes of the Great Lakes Region resulting from the Indian Claims Commission Act of 1946. In addition the collection contains: record books, correspondence, maps and other material on Native Americans in southern Colorado; materials relating to his interest in racial equality; his research on Native American use of Peyote; papers on the American Indian Church; his research materials relating to the Tri-Ethnic Study; plus interview audio tapes made in 1983.

Preliminary inventory available in Archives. Tri-Ethnic Papers restricted, see inventory for details.

**Swanfeldt, John**

.5 linear feet

The *John D. Swanfeldt Collection* consists of John D. Swanfeldt's (1921-1996) Japanese Language School and World War II textbook, military manual, and Japanese reference book collection. Swanfeldt was a graduate of the US Navy Japanese Language School, located at the University of Colorado in Boulder from 1942-1946. LT JG Swanfeldt was assigned to ONI in Washington D.C. and in 1945 was assigned to JICPOA in Pearl Harbor. The end of August 1945 Swanfeldt was assigned to the 4th Censorship Advanced Detachment which was attached to what became part of MacArthur's CCD organization. In June of 1946 Swanfeldt returned to the United States to continue his Navy career in Washington D.C., working in the Civilian Personnel Program.

**Swisher, F. Earl**

c. 150 items

1925-1929

Earl Swisher (1902-1975) was a professor of Chinese History at the University of Colorado from 1935 until his retirement in 1971. He was also director of the Asian Studies Institute which coordinated departmental offerings in area studies. He taught at Lingnan University, Canton, China, for four years and performed extensive scholarly research in and on the Far East. He was the author of numerous books, articles and booklets. The collection includes correspondence to family and friends while teaching in China, a photograph, articles and newspaper clippings.

Guide available in Archives

**Tave, Stuart, M.**

SMss Drawer .25 linear feet

Papers contain a brief history of Mr. Tave's involvement in World War II, specifically as a graduate of the US Navy's Japanese Language School at the University of Colorado at Boulder, and his assignment just after the War to the *Nagato*, a damaged battleship that had belonged to the Japanese Imperial Fleet.

**Thornton Robert**

.25 linear feet

The *Robert Thornton Collection* contains the papers of Dr. Robert D. Thornton, who graduated from the US Navy Japanese Language School, located at the University of Colorado in Boulder, from 1942-1946. The collection consists mainly of a captured Japanese war diary and the personal memoir of Robert Thornton. Thornton served as a Japanese Language Officer for the US Navy at Pearl Harbor, Guam, and Okinawa (Battle Star). After receiving honorable discharge in January 1946, Thornton went on to teach English at various Universities, including Harvard and the University of Colorado in Boulder. Thornton has had numerous publications. In 1982 he became Emeritus Professor of English at the College of New Paltz and University Exchange Scholar in SUNY.

**UBCJA, Colorado Centennial District Council of Carpenters**

296 boxes (447 linear feet)

1890s-1980s

Records of the Colorado Centennial District of the United Brotherhood of Carpenters & Joiners of America. The papers include: financial records, convention proceedings, correspondence, subject files, apprenticeship files, pensions, contractor agreements, collective bargaining files. Records of the Southern District Council of Carpenters, Colorado State Council of Carpenters. Records of Local Unions # 2232 (Delta), # 2243 (Durango), # 2413 (Glenwood Springs), # 244 (Grand Junction), # 1351 (Leadville), # 1156 (Montrose), and # 1360 (Steamboat Springs).

Preliminary inventories available in Archives.

**Weissberg, Albert** 2 linear feet

1944-1945

The Albert O. Weissberg collection consists of the original World War II correspondence from Lieutenant Albert O Weissberg to his wife, Muriel. Weissberg graduated from the US Navy Japanese Language School located at the University of Colorado in Boulder from 1942-1946. He was assigned to JICPOA in Pearl Harbor, served in the field during the final stage of the Okinawa campaign, and was stationed in Tokyo during the Occupation of Japan. These letters contain a view of the cultural and social life of a Jewish officer, of a young man separated from his family and first child by the war, and his efforts to be involved in the life of his family from abroad.

**Westermeier, Clifford P. and Therese S.**

62 Boxes/5 Ovsized Folios

1869-1984

Clifford Westermeier and Therese Stengel Westermeier both received advanced degrees at the University of Colorado. Prior to her marriage to Mr. Westermeier, Ms. Stengel taught German at CU in the 1930s and 40s. Mr. Westermeier taught history at the University of Arkansas as well as painting and drawing at the University of Buffalo and the Buffalo School of Fine Arts in New York, before coming back to the University of Colorado as professor of history. He wrote books and articles on the American cowboy, on rodeos and the American West. His wife, Therese, was the author of several articles, pamphlets and booklets on various subjects. The collection contains material about the early Wild West shows, cowboy tournaments and other activities which led to the development of modern rodeo. Included are original and published manuscripts; photographs, prints and posters; several thousand newspaper clippings; correspondence; cowboy publications; and research notes.

Guides to collection and photographs available in Archives.

**Western Federation of Miners, International Union of Mine, Mill and Smelter Workers**

866 Boxes/c500 Volumes

1893-1975

The Western Federation of Miners, which in 1916 became the International Union of Mine, Mill, and Smelter Workers, was from its founding in 1893 to its merger into the United Steelworkers of America in 1967 the major American union in the nonferrous metals industry. The WFM was involved in many of the important labor disputes during the turbulent period from 1893-1915, including the two Cripple Creek strikes, the Leadville strike of 1896, the Coeur d'Alene labor troubles, and the Goldfield, Nevada strike of 1908. When the IUMMSW merged with the United Steel workers in 1967, the former's files and records were donated to the University of Colorado. The Archive includes central office, district, and some local records, mostly dating from the 1940's through 1967.

Preliminary Inventory available in Archives.

**Women's International League for Peace and Freedom**

256.5 Linear Feet

1915-1978

The Women's International League for Peace and Freedom was founded in 1915, during World War I, as the International Committee of Women for Permanent Peace. The name was changed in 1919 to reflect the dual concerns of the organization. Headquartered in Geneva, Switzerland, the League has national sections around the world. The League papers at the University of Colorado include extensive correspondence of 75 national sections and other countries; chronological correspondence from 1915-1978; executive committee correspondence; and the correspondence of many of the women prominently involved in the League's work. There are also topical files on disarmament, international organizations, refugees, the Middle East, etc. Also included are League publications.



Guide available in Archives.

**World War I Posters**

556 Posters

1917-1918

U.S. government posters distributed during World War I. Included are military recruitment posters, plus posters of various government and private agencies, including the Food Administration, the Red Cross, the Fuel Administration and War Bonds.

Guide available in Archives

**World War II Posters**

c. 800 items

1941-1945

U.S. government posters distributed during World War II. Included are posters of various government and private agencies, including War Bonds, the Conservation and Salvage Campaign, the Food Administration, Security and Production, plus some copies of foreign war posters.

Unprocessed.

**Wren .25 linear feet**

1942-1944

This collection includes the memoirs of Professor Harold G. Wren, a Japanese Language School graduate, as well as a bibliographic sketch accounting the war against Japan.

**Yumoto, John .25 linear feet**

1942-1946

The *John M. Yumoto Collection* consists of papers kept in a scrapbook by John Masayuki Yumoto pertaining to the period in which he taught for the US Navy Japanese Language School. John M. Yumoto was a Sensei at the US Navy Japanese Language School at the University of Colorado in Boulder from 1942-1945. He accompanied the US Oriental Language School's move to Oklahoma A&M in 1945. In 1946, Yumoto began working as an instructor at the Military Intelligence Language School in Monterey, California. John M. Yumoto moved to San Mateo, California in 1952 to work for the Defense Department as an efficiency expert until he retired in 1976.

**Young, Roy**

74 small boxes (37.5 linear feet)

1970s-1980s

Papers, correspondence, newsletters and alerts of anti-nuclear organizations; personal notes and correspondence; U.S. and Colorado government documents and material relating to nuclear regulatory hearings; and audio and video tapes of 1978 nuclear protestors' trial.

Guide available in Archives.

**All other processed and unprocessed JLS/OLS Collections**

## 4.2 NORLIN BUILDING PRIORITIES OTHER THAN NORLIN STACKS

Reviewed by Bibliographers  
June July 2004

LC Call Number Range	Priority Level	Value: Unique, Core, High \$	Rough # of Shelves	Bibliographer	Latest update	Location/Subject Areas/ Comments
<b>Archives Western History Collection</b>						
18 page alphabetical listing of priority collections	Priority 1	Unique		Montgomery	08-2004	Norlin Basement and subbasement
<b>Art and Architecture Collection</b>						
Blue Room	Priority 1	High value etc.		Parker	08-2004	N275B
Artist Book Collection and others	Priority 1			Parker	08-2004	Art Librarians office, office cabinet N275A
Folio section	Priority 1	High value etc.		Parker	08-2004	N275
Dewey Collection	Priority 1			Parker	08-2004	N275
Reference Collection	Priority 1	High value etc.		Parker	08-2004	N240
N	Priority 1	Core		Parker	08-2004	N240, N210, N275
NA	Priority 2	Core		Parker	08-2004	N240, N210, N275
NB1-30	Priority 2			Parker	08-2004	N240, N210, N275

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value: Unique, Core, High \$</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Location/Subject Areas/ Comments</b>
NB31-200	Normal			Parker	08-2004	N240, N210, N275
NB201-1115	Priority 2			Parker	08-2004	N240, N210, N275
NB1115-9999	Normal			Parker	08-2004	N240, N210, N275
NC1-199	Normal			Parker	08-2004	N240, N210, N275
NC200-9999	Priority 2			Parker	08-2004	N240, N210, N275
ND	Priority 1	Core		Parker	08-2004	N240, N210, N275
NE90 B213	Priority 1	High value etc.	ca. 64 v	Parker	08-2004	Illustrated Bartsch Red filing cabinet outside Art processing office, N240
NE1-800.	Priority 2	Core		Parker	08-2004	Especiallly sets
NK1-5799	Normal			Parker	08-2004	N240, N210, N275
NK5800-5998	Priority 2	Core		Parker	08-2004	Ivories
NK5870 G62	Priority 1	Core Value	5 vol.	Parker	08-2004	A. Goldschmidt Elfenbeinskulpturen
NK5999-	Normal			Parker	08-2004	N240, N210, N275
TR145	Priority 2	Core		Parker	08-2004	N240, N210, N275
TR 647	Priority 2	Core		Parker	08-2004	N240, N210, N275
TR653	Priority 2	Core		Parker	08-2004	N240, N210, N275
TR654	Priority 2	Core		Parker	08-2004	N240, N210, N275
Rest of TR	Normal			Parker	08-2004	N240, N210, N275
Rest of Collections	Normal			Parker	08-2004	N240, N210, N275

East Asian Collection is suggested to be either 1st or 2nd priority due to expense and difficulty of replacing materials. No "Normal" priority.

<b>East Asian Collection</b>						
<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Location/Subject Areas/ Comments</b>
ASN AC149.P3	Priority 1	High	869 cases	Shen	Jul-04	Chinese Classics (E175)
ASN AC149.S699	Priority 1	High	1500 vols	Shen	Jul-05	Chinese Classics (E175)
ASN AE4.K8	Priority 1	High	75 vols	Shen	Jul-06	Chinese Classics (E175)
CD ROMs Chinese classics	Priority 1	High	in Office	Shen	Jul-07	East Asian Office (E173)
Microfilm Japanese pubs of Meiji era	Priority 1	High	Cabinet NW corner	Shen	Jul-08	NW of East Asian Library (E175)
Rest of East Asian Collection	Priority 2	High		Shen	Jul-09	First Floor E173, Basement E1B88 NW Corner
<b>Government Documents Collection</b>						
No current priorities	Normal			Byrne		3 <sup>rd</sup> floor, 4 <sup>th</sup> floor, Basement
<b>Juvenile Collection</b>						
JUV PS	Priority 1			Carter	Jul-04	Juvenile Literature, N324 West
JUV PZ	Priority 2			Carter	Jul-04	Juvenile Literature, N324 West
JUV PS OVER	Priority 1			Carter	Jul-04	Juvenile Literature, N324 West

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value: Unique, Core, High \$</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Location/Subject Areas/ Comments</b>
JUV PZ OVER	Priority 2			Carter	Jul-04	Juvenile Literature, N324 West
All other JUV	Normal			Carter		Juvenile Literature, N324 West
<b>Media Collection</b>						
No current Prioirities	Normal					2 <sup>nd</sup> floor, M250
<b>Periodicals Room Collection</b>						
All Normal Priority	Normal			(Gresham)All Bibiographers		2 <sup>nd</sup> floor, E256
<b>Reference Collection</b>						
No priorities set	Normal					1 <sup>st</sup> floor, E178
<b>Science Collection</b>						
No current priorities	Normal					1 <sup>st</sup> -3 <sup>rd</sup> floors, South
<b>Special Collections</b>						
See separate pages--PINK	Priority 1	Unique and High Value		Hollis		15 collections identified in priority order, N375, N345, N345A, E375, S549A (Vault), E1B36A (Grotto)

### **4.3 NORLIN STACKS SALVAGE PRIORITIES by call #**

Reviewed by Bibliographers  
June July2004

## Call number order

LC Call Number Range	Priority Level	Value: Unique, Core, High \$	Rough # of Shelves	Bibliographer	Latest update	Subject Areas
<b>Floor 3A</b>	<b>Floor 3A</b>	<b>Floor 3A</b>	<b>Floor 3A</b>	<b>Floor 3A</b>	<b>Floor 3A</b>	<b>Floor 3A</b>
A-AZ	Normal					
B	Priority 1	High \$	725	Knieval	June 2003	Philosophy (General)
BA-BC	Normal			Knieval	June 2003	
BD10-BD260	Priority 1	Core	84	Knieval	June 2003	Epistemology, metaphysics
BE	Normal					
BF	Science Library			Science Library		Science Library
BG	Normal					
BH-BI	Normal			Knieval	June 2003	
BJ	Priority 1	Core	77	Knieval	June 2003	Ethics
BL	Priority 2	Core	225	Moeller	May 2003	Religions, Mythology, Rationalism
BM-BO	Normal			Moeller		
BP-BQ	Priority 1	Core	100	Moeller	May 2003	Islam and Buddhism
BR65.M45	Priority 1	Core High \$		Kellsey	June 2004	Patrologia latina (222 vols.)
BR65.M5	Priority 1	Core High \$		Kellsey	June 2004	Patrologia graeca (166 vols)
BR-BX	Normal			Moeller	May 2003	
C-CZ	Normal			Lindquist	June 2003	
D	Normal			Lindquist	June 2003	
DA	Priority 1	Core	575	Lindquist	June 2003	Great Britain
DD3.M8	Priority 1	Core High \$		Kellsey	June 2004	Monumenta germaniae historica (many subsets)

**Call number order (Cont.)**

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Unique, Core, High \$</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
E1 - E455	Normal			Lindquist	June 2003	
E456 – E655	Priority 2	Core	150	Lindquist	June 2003	US Hist, Civil War, 1861-65
E656 – F590.2	Normal			Lindquist	June 2003	
F590.3 - F660	Priority 2	Core	70	Lindquist	June 2003	U.S. Local History, The West, etc.
F661 – F705	Priority 1	Core	21	Lindquist	June 2003	Nebraska, Kansas, and Oklahoma History
F706 – F720	Normal			Lindquist	June 2003	
<b>*F721 – 850</b>	<b>*Priority</b>	<b>Core</b>	<b>*103</b>	<b>Lindquist</b>	<b>June 2003</b>	<b>*Breakdown by priority follows</b>
F721 – 770	Priority 1	Core	21	Lindquist	June 2003	U.S. Local History, Rocky Mountains
F771 - 785	Priority 1	Core	29	Lindquist	June 2003	Colorado History
F786 – 790	Priority 2	Core	20	Lindquist	June 2003	U.S. Local History, Southwest, etc.
F791 - 805	Priority 1	Core	15	Lindquist	June 2003	New Mexico History
F806 – 820	Priority 2	Core	8	Lindquist	June 2003	U.S. Local History, Southwest, etc.
F821-835	Priority 1	Core	5	Lindquist	June 2003	Utah History
F836 – 850	Priority 2	Core	5	Lindquist	June 2003	U.S. Local History, Southwest, etc.
G-GA	Normal			Larsen	June 2003	Geography
GB – GC	Earth Science					
GD-GE	Normal					
GF	Normal			Larsen	June 2003	Geography
GG-GU	Normal					
GV	Normal			Anthes	July 2004	Sport, Leisure, Kinesthesiology
H	Normal					
<b>Floor 3B</b>	<b>Floor 3B</b>	<b>Floor 3B</b>	<b>Floor 3B</b>	<b>Floor 3B</b>	<b>Floor 3B</b>	<b>Floor 3B</b>
HA – HJ	Normal			Yue	June 2003	Economics
HK	Normal					
<b>HM - HQ, HT – HX</b>	<b>*Priority</b>	<b>Core</b>	<b>*</b>	<b>Xu</b>	<b>June 2003</b>	<b>*Breakdown by priority follows</b>

**Call number order  
(cont.)**

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value: Unique, Core, High \$</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
HM1 - HM620	Priority 2	Core	608	Xu	June 2003	
HM621 – HM656	Priority 1	Core	1	Xu	June 2003	Culture
HM657 – HM705	Priority 2	Core	1	Xu	June 2003	
HM706	Priority 1	Core	0.5	Xu	June 2003	Social structure
HM707 – 810	Priority 2	Core	1	Xu	June 2003	
HM811-821	Priority 1	Core	1	Xu	June 2003	Deviant behavior. Social Deviance.
HM822 – HM825	Priority 2	Core	0	Xu	June 2003	
HM826	Priority 1	Core	1bk	Xu	June 2003	Social institutions
HM826 – HM9999	Priority 2	Core	7	Xu	June 2003	
HN	Priority 3	Core	125	Xu	June 2003	
HQ1 - HQ1100	Priority 2	Core	235	Xu	June 2003	
HQ1101-2030.7	Priority 1	Core	152	Xu	June 2003	Women. Feminism
HS	Normal	Core		Xu	June 2003	
HT1 - HT600	Priority 2	Core	77	Xu	June 2003	
HT601-1445	Priority 1	Core	28	Xu	June 2003	Classes
HT1446 – HT1500	Priority 2	Core	1	Xu	June 2003	
HT1501-1595	Priority 1	Core	7	Xu	June 2003	Races
HT1596 – HT9999	Priority 2	Core	none	Xu	June 2003	
HV1 - HV6000	Priority 2	Core	128	Xu	June 2003	
HV6001-7220.5	Priority 1	Core	111	Xu	June 2003	Criminology
HV7221-HV9999	Priority 2	Core	84	Xu	June 2003	
HX	Priority 3	Core	112	Xu	June 2003	
J – K	Normal					



L	Normal			Carter	July 2003	
LA	Priority 1			Carter	July 2004	History of Education
LB – LC1098	Normal			Carter	July 2004	

**Call number order  
(cont.)**

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value: Unique, Core, High \$</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
LC1099 – 2000	Priority 1			Carter	July 2004	Multicultural Education
LC2001 – LZ	Normal			Carter	July 2004	
M	Music Library					
N	Art Library					
P1 - P100	Normal			Yue/Knievel	June 2003	Communication/Linguistics
P101 – 410	Priority 1	Core	110	Knievel	June 2003	Linguistic theory, comparative grammar
P411 – P9999	Normal			Knievel	June 2003	Linguistics
PA – PC	Normal			Kellsey	June 2004	Classics, Celtic Lang.Lit; Romance Lang and Ling.
PC 3301-3359	Priority 1	Core	7	D'Avis	June 2003	Provençal Lit
PD	Normal			Lindquist	June 2003	German Linguistics
PN851-884	Priority 1	Core	7	Knowlton	June 2003	Comparative Literature
PQ 1300-2700	Priority 1	Core	700	D'Avis	June 2003	French Lit
PQ 3800-3900	Priority 1	Core	50	D'Avis	June 2003	Provincial French Lit
PQ 3901-4036	Normal			Visser	June 2004	Italian
PQ 4037 S9 1995	Priority 1	Core set		Visser	June 2004	Italian
PQ 4038-4087	Normal			Visser	June 2004	Italian
PQ 4087 N6 1982	Priority 1	Core set		Visser	June 2004	Italian
PQ 4988 -4264	Normal			Visser	June 2004	Italian
PQ 4265-4556	Priority 1	Core		Visser	June 2004	Italian (Authors to 1400)
PQ 4557-4859	Normal			Visser	June 2004	Italian
PQ 4860-4926	Priority 1	Core		Visser	June 2004	Italian (Authors 1961 to present)
PQ6001-6068	Priority 1	Core	50	Knowlton	June 2003	Spanish Lit
PQ6032 .A5 1969	Priority 1	Unique	7vols	Knowlton	June 2003	Historia crítica de la literatura española
PQ6069-6599	Normal			Knowlton	June 2003	Spanish lit
PQ6600-6647	Priority 2	Core	275	Knowlton	June 2003	Spanish Lit- Indiv. Authors

**Call number order  
(cont.)**

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value: Unique, Core, High \$</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
PQ6648 -6649	Normal			Knowlton	June 2003	Spanish Lit
PQ6650-6676	Priority 2	Core	77	Knowlton	June 2003	Spanish Lit- Indiv. Authors
PQ6677 – 6799	Normal			Knowlton	June 2003	Spanish lit
<b>Floor 3C</b>	<b>Floor 3C</b>	<b>Floor 3C</b>	<b>Floor 3C</b>	<b>Floor 3C</b>	<b>Floor 3C</b>	<b>Floor 3C</b>
PQ7100 – 7360	Priority 2	Core	200	Knowlton	June 2003	Mexican lit
PQ7361 – PQ8999	Normal			Knowlton	June 2003	Spanish
PQ9000-9129	Priority 1	Core	7	Knowlton	June 2003	Portuguese Lit
PQ9130 –PQ9999	Normal			Knowlton	June 2003	
PR1 – PR978	Priority 3		224	Hamilton	May 1987	English Lit
PR979 - PR1489	Normal			Hamilton	May 1987	English Lit
PR1490 – 2165	Priority 3		60	Hamilton	May 1987	English Lit
PR2166 – 2198	Normal			Hamilton	May 1987	English Lit
PR2199 – 3198	Priority 1	Core	228	Hamilton	May 1987	English Lit
PR3199 – 3290	Normal			Hamilton	May 1987	English Lit
PR3291 – 3785	Priority 3		149	Hamilton	May 1987	English Lit
PR3786 – 3990	Normal			Hamilton	May 1987	English Lit
PR3991 – 5990	Priority 3		579	Hamilton	May 1987	English Lit
PR5991 – 5999	Normal			Hamilton	May 1987	English Lit
PR6000 – PR6490	Priority 2		621	Hamilton	May 1987	English Lit
PR6491 – 9999	Normal			Hamilton	May 1987	English Lit
PS1 – 478	Priority 3		135	Hamilton	May 1987	American Lit
PS479 - 489	Normal			Hamilton	May 1987	American Lit
PS490	Priority 1			Carter	July 2003	American Juvenile Lit
PS491 – 699	Normal			Hamilton	May 1987	American Lit

**Call number order (cont.)**

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value: Unique, Core, High \$</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
PS700 – 893	Priority 3		8	Hamilton	May 1987	American Lit
PS894 – 990	Normal			Hamilton	May 1987	American Lit
PS991 – 3390	Priority 2		200	Hamilton	May 1987	American Lit
PS3391 – 3499	Normal			Hamilton	May 1987	American Lit
PS3500 – 3549	Priority 1		650	Hamilton	May 1987	American Lit
PS3550 – 9999	Normal			Hamilton	May 1987	American Lit
PT1 -1890	Normal			Lindquist	June 2003	German Lit
PT 1891-2239	Priority 1	Core	57	Lindquist	June 2003	German Lit, Indiv Authors 1700-Goethe
PT2240 – 2659	Normal			Lindquist	June 2003	German Lit
PT 2660-2728	Priority 1	Core	50	Lindquist	June 2003	German Lit, Indiv Authors, Contemp.
PT2729 – PT9999	Normal			Lindquist	June 2003	German Lit
PZ	Normal					
Q – S	Branch libs, Science, etc					
U	Normal			Lindquist	June 2003	
V	Normal			Lindquist	June 2003	
Z1 - Z994	Normal			Hamilton	May 1987	
Z995 – 1001	Priority 3		7	Hamilton	May 1987	
Z1002 – 1010	Priority 3		17	Hamilton	May 1987	
Z1111 – 1019	Normal			Hamilton	May 1987	
Z1020 – 1030	Priority 3		5	Hamilton	May 1987	
Z1031 – 1214	Normal			Hamilton	May 1987	
Z1215 – 1251	Priority 3		52	Hamilton	May 1987	
Z1251 – 1999	Normal			Hamilton	May 1987	
Z2000 – 2016	Priority 3		23	Hamilton	May 1987	
Z2017 – 5779	Normal			Hamilton	May 1987	

**Call number order  
(cont.)**

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value: Unique, Core, High \$</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
Z5780 – 5785	Priority 3		4	Hamilton	May 1987	
Z5786- 5979	Normal			Hamilton	May 1987	
Z5980 – 6000	Priority 3		2	Hamilton	May 1987	
Z6001 – 6203	Normal			Hamilton	May 1987	
Z6204 – 6210	Priority 3		3	Hamilton	May 1987	
Z6211 – 6329	Normal			Hamilton	May 1987	
Z6330 – 6375	Priority 3		1	Hamilton	May 1987	
Z6376 – 6509	Normal			Hamilton	May 1987	
Z6510 – 6519	Priority 3		8	Hamilton	May 1987	
Z6620 – 6625	Priority 2		9	Hamilton	May 1987	
Z6626 – 6934	Normal			Hamilton	May 1987	
Z6935 – 6940	Priority 3		13	Hamilton	May 1987	
Z6941 -6509	Normal			Hamilton	May 1987	
Z6510-6520	Priority 3		8	Hamilton	May 1987	
Z7750 - Z7799	Priority 2		13	Hamilton	May 1987	
Z8000 – 9000	Priority 1		70	Hamilton	May 1987	
Norlin Oversize	Priority 1?			Multiple		

#### 4.4 NORLIN STACKS SALVAGE PRIORITIES by priority

LC Call Number Range	Priority Level	Value: Unique, Core, High \$	Rough # of Shelves	Bibliographer	Latest update	Subject Areas
B	Priority 1	High \$	725	Knieval	June 2003	Philosophy (General)
BD10-BD260	Priority 1	Core	84	Knieval	June 2003	Epistemology, metaphysics
BJ	Priority 1	Core	77	Knieval	June 2003	Ethics
BP-BQ	Priority 1	Core	100	Moeller	May 2003	Islam and Buddhism
BR65.M45	Priority 1	Core High \$		Kellsey	June 2004	Patrologia latina (222 vols.)
BR65.M5	Priority 1	Core High \$		Kellsey	June 2004	Patrologia graeca (166 vols)
DA	Priority 1	Core	575	Lindquist	June 2003	Great Britain
F661 – F705	Priority 1	Core	21	Lindquist	June 2003	Nebraska, Kansas, and Oklahoma History
F721 – 770	Priority 1	Core	21	Lindquist	June 2003	U.S. Local History, Rocky Mountains
F771 - 785	Priority 1	Core	29	Lindquist	June 2003	Colorado History
F791 - 805	Priority 1	Core	15	Lindquist	June 2003	New Mexico History
F821-835	Priority 1	Core	5	Lindquist	June 2003	Utah History
HM621 - HM656	Priority 1	Core	1	Xu	June 2003	Culture
HM706	Priority 1	Core	0.5	Xu	June 2003	Social structure
HM811-821	Priority 1	Core	1	Xu	June 2003	Deviant behavior. Social Deviance.
HM826	Priority 1	Core	1bk	Xu	June 2003	Social institutions
HQ1101-2030.7	Priority 1	Core	152	Xu	June 2003	Women. Feminism
HT1501-1595	Priority 1	Core	7	Xu	June 2003	Races
HT601-1445	Priority 1	Core	28	Xu	June 2003	Classes
HV6001-7220.5	Priority 1	Core	111	Xu	June 2003	Criminology
LA	Priority 1			Carter	July 2004	History of Education
LC1099 – 2000	Priority 1			Carter	July 2004	Multicultural Education
P101 – 410	Priority 1	Core	110	Knieval	June 2003	Linguistic theory, comparative grammar

<b>Norst in Priority order (cont.)</b>						
<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
PC 3301-3359	Priority 1	Core	7	D'Avis	June 2003	Provençal Lit
PN851-884	Priority 1	Core	7	Knowlton	June 2003	Comparative Literature
PQ 1300-2700	Priority 1	Core	700	D'Avis	June 2003	French Lit
PQ 3800-3900	Priority 1	Core	50	D'Avis	June 2003	Provincial French Lit
PQ 4037 S9 1995	Priority 1	Core set		Visser	June 2004	Italian
PQ 4087 N6 1982	Priority 1	Core set		Visser	June 2004	Italian
PQ 4265-4556	Priority 1	Core		Visser	June 2004	Italian (Authors to 1400)
PQ 4860-4926	Priority 1	Core		Visser	June 2004	Italian (Authors 1961 to present)
PQ6001-6068	Priority 1	Core	50	Knowlton	June 2003	Spanish Lit
PQ6032 .A5 1969	Priority 1	Unique	7vols	Knowlton	June 2003	Historia crítica de la literatura española
PQ9000-9129	Priority 1	Core	7	Knowlton	June 2003	Portuguese Lit
PR2199 – 3198	Priority 1	Core	228	Hamilton	May 1987	English Lit
PS3500 – 3549	Priority 1		650	Hamilton	May 1987	American Lit
PS490	Priority 1			Carter	July 2003	American Juvenile Lit
PT 1891-2239	Priority 1	Core	57	Lindquist	June 2003	German Lit, Indiv Authors 1700-Goethe
PT 2660-2728	Priority 1	Core	50	Lindquist	June 2003	German Lit, Indiv Authors, Contemp.
Z8000 – 9000	Priority 1		70	Hamilton	May 1987	
DD3.M8	Priority 1	Core High \$		Kellsey	June 2004	Monumenta germaniae historica (many subsets)
Norlin Oversize	Priority 1?			Multiple		
BL	Priority 2	Core	225	Moeller	May 2003	Religions, Mythology, Rationalism
E456 – E655	Priority 2	Core	150	Lindquist	June 2003	US Hist, Civil War, 1861-65
F590.3 - F660	Priority 2	Core	70	Lindquist	June 2003	U.S. Local History, The West, etc.
F786 – 790	Priority 2	Core	20	Lindquist	June 2003	U.S. Local History, Southwest, etc.

<b>Norst in Priority order (cont.)</b>						
<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
F806 – 820	Priority 2	Core	8	Lindquist	June 2003	U.S. Local History, Southwest, etc.
F836 – 850	Priority 2	Core	5	Lindquist	June 2003	U.S. Local History, Southwest, etc.
HM1 - HM620	Priority 2	<b>Core</b>	608	Xu	June 2003	
HM657 - HM705	Priority 2	Core	1	Xu	June 2003	
HM707 – 810	Priority 2	Core	1	Xu	June 2003	
HM822 - HM825	Priority 2	Core	0	Xu	June 2003	
HM826 - HM9999	Priority 2	Core	7	Xu	June 2003	
HQ1 - HQ1100	Priority 2	Core	235	Xu	June 2003	
HT1 - HT600	Priority 2	Core	77	Xu	June 2003	
HT1446 - HT1500	Priority 2	Core	1	Xu	June 2003	
HT1596 - HT9999	Priority 2	Core	none	Xu	June 2003	
HV1 - HV6000	Priority 2	Core	128	Xu	June 2003	
PQ6600-6647	Priority 2	Core	275	Knowlton	June 2003	Spanish Lit- Indiv. Authors
PQ6650-6676	Priority 2	Core	77	Knowlton	June 2003	Spanish Lit- Indiv. Authors
PQ7100 – 7360	Priority 2	Core	200	Knowlton	June 2003	Mexican lit
PR6000 - PR6490	Priority 2		621	Hamilton	May 1987	English Lit
PS991 – 3390	Priority 2		200	Hamilton	May 1987	American Lit
Z6620 – 6625	Priority 2		9	Hamilton	May 1987	
Z7750 - Z7799	Priority 2		13	Hamilton	May 1987	
HV7221-HV9999	Priority 2	Core	84	Xu	June 2003	
HN	Priority 3	Core	125	Xu	June 2003	
HX	Priority 3	Core	112	Xu	June 2003	
PR1 – PR978	Priority 3		224	Hamilton	May 1987	English Lit



<b>Norst Priority order</b>		<b>(cont.)</b>				
<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
PR1490 – 2165	Priority 3		60	Hamilton	May 1987	English Lit
PR3291 – 3785	Priority 3		149	Hamilton	May 1987	English Lit
PR3991 – 5990	Priority 3		579	Hamilton	May 1987	English Lit
PS1 – 478	Priority 3		135	Hamilton	May 1987	American Lit
PS700 – 893	Priority 3		8	Hamilton	May 1987	American Lit
Z1002 – 1010	Priority 3		17	Hamilton	May 1987	
Z1020 – 1030	Priority 3		5	Hamilton	May 1987	
Z1215 – 1251	Priority 3		52	Hamilton	May 1987	
Z2000 – 2016	Priority 3		23	Hamilton	May 1987	
Z5780 – 5785	Priority 3		4	Hamilton	May 1987	
Z5980 – 6000	Priority 3		2	Hamilton	May 1987	
Z6204 – 6210	Priority 3		3	Hamilton	May 1987	
Z6330 – 6375	Priority 3		1	Hamilton	May 1987	
Z6510 – 6519	Priority 3		8	Hamilton	May 1987	
Z6510-6520	Priority 3		8	Hamilton	May 1987	
Z6935 – 6940	Priority 3		13	Hamilton	May 1987	
Z995 – 1001	Priority 3		7	Hamilton	May 1987	
<b>Normal Priority</b>						
A-AZ	Normal					
BA-BC	Normal			Knieval	June 2003	
BE	Normal					
BG	Normal					
BH-BI	Normal			Knieval	June 2003	
BM-BO	Normal			Moeller		
BR-BX	Normal			Moeller	May 2003	
C-CZ	Normal			Lindquist	June 2003	
D	Normal			Lindquist	June 2003	

<b>Norst Priority order</b>		<b>(cont.)</b>				
<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
E1 - E455	Normal			Lindquist	June 2003	
E656 – F590.2	Normal			Lindquist	June 2003	
F706 – F720	Normal			Lindquist	June 2003	
GD-GE	Normal					
GF	Normal			Larsen	June 2003	Geography
G-GA	Normal			Larsen	June 2003	Geography
GG-GU	Normal					
GV	Normal			Anthes	July 2004	Sport, Leisure, Kinesthesiology
H	Normal					
HA – HJ	Normal			Yue	June 2003	Economics
HK	Normal					
HS	Normal	Core		Xu	June 2003	
J – K	Normal					
L	Normal			Carter	July 2003	
LB – LC1098	Normal			Carter	July 2004	
LC2001 – LZ	Normal			Carter	July 2004	
P1 - P100	Normal			Yue/Knievel	June 2003	Communication/Linguistics
P411 – P9999	Normal			Knievel	June 2003	Linguistics
PA – PC	Normal			Kellsey	June 2004	Classics, Celtic Lang.Lit; Romance Lang and Ling.
PD	Normal			Lindquist	June 2003	German Linguistics
PQ 3901-4036	Normal			Visser	June 2004	Italian
PQ 4038-4087	Normal			Visser	June 2004	Italian
PQ 4557-4859	Normal			Visser	June 2004	Italian
PQ 4988 -4264	Normal			Visser	June 2004	Italian
PQ6069-6599	Normal			Knowlton	June 2003	Spanish lit
PQ6648 -6649	Normal			Knowlton	June 2003	Spanish Lit
PQ6677 – 6799	Normal			Knowlton	June 2003	Spanish lit
PQ7361 - PQ8999	Normal			Knowlton	June 2003	Spanish

<b>LC Call Number Range</b>	<b>Priority Level</b>	<b>Value</b>	<b>Rough # of Shelves</b>	<b>Bibliographer</b>	<b>Latest update</b>	<b>Subject Areas</b>
PQ9130 -PQ9999	Normal			Knowlton	June 2003	
PR2166 – 2198	Normal			Hamilton	May 1987	English Lit
PR3199 – 3290	Normal			Hamilton	May 1987	English Lit
PR3786 – 3990	Normal			Hamilton	May 1987	English Lit
PR5991 – 5999	Normal			Hamilton	May 1987	English Lit
PR6491 – 9999	Normal			Hamilton	May 1987	English Lit
PR979 - PR1489	Normal			Hamilton	May 1987	English Lit
PS3391 – 3499	Normal			Hamilton	May 1987	American Lit
PS3550 – 9999	Normal			Hamilton	May 1987	American Lit
PS479 - 489	Normal			Hamilton	May 1987	American Lit
PS491 – 699	Normal			Hamilton	May 1987	American Lit
PS894 – 990	Normal			Hamilton	May 1987	American Lit
PT1 -1890	Normal			Lindquist	June 2003	German Lit
PT2240 – 2659	Normal			Lindquist	June 2003	German Lit
PT2729 - PT9999	Normal			Lindquist	June 2003	German Lit
PZ	Normal					
U	Normal			Lindquist	June 2003	
V	Normal			Lindquist	June 2003	
Z1 - Z994	Normal			Hamilton	May 1987	
Z1031 – 1214	Normal			Hamilton	May 1987	
Z1111 – 1019	Normal			Hamilton	May 1987	
Z1251 – 1999	Normal			Hamilton	May 1987	
Z2017 – 5779	Normal			Hamilton	May 1987	
Z5786- 5979	Normal			Hamilton	May 1987	
Z6001 – 6203	Normal			Hamilton	May 1987	
Z6211 – 6329	Normal			Hamilton	May 1987	
Z6376 – 6509	Normal			Hamilton	May 1987	
Z6626 – 6934	Normal			Hamilton	May 1987	
Z6941 -6509	Normal			Hamilton	May 1987	

#### **4.5 SPECIAL COLLECTIONS PRIORITY LIST** (*Admin view only*)

In case of Emergency, contact someone on the Libraries “Emergency Notification List” in *Libraries Quick Reference*.

## **4.6 SPECIAL COLLECTIONS: EMERGENCY RESPONSE FOR WATER AND FIRE** (*Admin view only*)

## **4.7 BRANCH LIBRARY PRIORITIES (*Admin view only*)**

## 4.8 SUBJECT AREA BIBLIOGRAPHERS

(Updated:12/06/2005)

<http://ucblibraries.colorado.edu/services/bibliographers.htm>

<b>Subject Guides</b>	<b>Bibliographers (e-mail links)</b>	<b>Departmental Affiliation</b>	<b>Telephone</b>
<a href="#">Anthropology</a>	<a href="#">Chris Busick</a>	Reference	303-492-3994
<a href="#">Architectural Design &amp; Planning</a>	<a href="#">Jennifer Parker</a>	Reference	303-492-3966
<a href="#">Archives</a>	<a href="#">Bruce Montgomery</a>	Archives	303-492-7242
<a href="#">Art and Art History</a>	<a href="#">Jennifer Parker</a>	Reference	303-492-3966
<a href="#">Astronomy / Astrophysics</a>	<a href="#">Suzanne Larsen</a>	Earth Sciences / Math Physics	303-492-4611
<a href="#">Biology (EPOB &amp; MCDB)</a>	<a href="#">David Fägerstrom</a>	Science	303-492-5136
<a href="#">Business</a>	<a href="#">Carol Krismann</a>	Business	303-492-3194
<a href="#">Chemistry</a>	<a href="#">Barbara Greenman</a>	Science	303-492-1859
<a href="#">Classics</a>	<a href="#">Charlene Kellsey</a>	Cataloging	303-492-1183
<a href="#">Communication</a>	<a href="#">Joseph Yue</a>	Business	303-492-8628
<a href="#">Communication Disorders &amp; Speech Science</a>	<a href="#">David Fägerstrom</a>	Science	303-492-5136
<a href="#">Comparative Literature</a>	<a href="#">Sean Knowlton</a>	Reference	303-492-7128
<a href="#">Computer Science</a>	<a href="#">Jack Maness</a>	Engineering	303-492-4545
<a href="#">Earth Sciences</a>	<a href="#">Suzanne Larsen</a>	Earth Sciences	303-492-4611
<a href="#">East Asian Languages &amp; Literature</a>	<a href="#">Zhijia Shen</a>	East Asian	303-492-8822
<a href="#">Economics</a>	<a href="#">Joseph Yue</a>	Business	303-492-8628
<a href="#">Education</a>	<a href="#">Alison Graber</a>	Reference	303-492-3928
<a href="#">Engineering</a>	<a href="#">Peggy Jobe</a>	Engineering	303-492-4682
<a href="#">English &amp; American Literature</a>	<a href="#">Skip Hamilton</a>	Reference	303-492-2987
<a href="#">Film Studies</a>	<a href="#">Skip Hamilton</a>	Reference	303-492-2987
<a href="#">French Language &amp; Literature</a>	<a href="#">Marcy D'Avis</a>	Music Library	303-492-8235
<a href="#">Geography</a>	<a href="#">Suzanne Larsen</a>	Earth Sciences	303-492-4611
<a href="#">Germanic Language &amp; Literature</a>	<a href="#">Thea Lindquist</a>	Reference	303-492-3996
<a href="#">Global Change</a>	<a href="#">Suzanne Larsen</a>	Earth Sciences	303-492-6133
<a href="#">Government Publications</a>	<a href="#">Tim Byrne</a>	Government Publications	303-492-8834

<b>Subject Guides</b>	<b>Bibliographers (e-mail links)</b>	<b>Departmental Affiliation</b>	<b>Telephone</b>
History	<a href="#">Thea Lindquist</a>	Reference	303-492-3996
Integrative Physiology	<a href="#">Susan Anthes</a>	Public Services	303-492-6897
Italian Language & Literature	<a href="#">Michelle Visser</a>	Special Collections	303-492-2720
Journalism	<a href="#">Stephanie Lichtenauer</a>	Reference	303-492-0682
Juvenile Literature	<a href="#">Nancy Carter</a>	Norlin	303-492-3928
Library Science	<a href="#">Sue Williams</a>	Collection Development	303-492-4605
Linguistics	<a href="#">Jennifer Knieval</a>	Reference	303-492-8887
Maps	<a href="#">Katie Lage</a>	Map	303-735-4917
Mathematics	<a href="#">Nancy Carter</a>	Norlin	303-492-3928
Minority Studies	<a href="#">Gene Hayworth</a>	Business	303-492-5383
Museum	<a href="#">David Fägerstrom</a>	Science	303-492-5136
Music	<a href="#">Laurie Sampsel</a>	Music	303-492-3929
Philosophy	<a href="#">Jennifer Knieval</a>	Reference	303-492-8887
Physics	<a href="#">Suzanne Larsen</a>	Earth Sciences / Math Physics	303-492-4611
Political Science	<a href="#">Nancy Carter</a>	Government Publications	303-492-3900
Psychology	<a href="#">David Fägerstrom</a>	Science	303-492-5136
Reference	<a href="#">Sean Knowlton</a>	Reference	303-492-3996
Religious Studies	<a href="#">Paul Moeller</a>	Cataloging	303-735-0492
Science, General	<a href="#">David Fägerstrom</a>	Science	303-492-5136
Slavic Language & Literature	<a href="#">Heather Wicht</a>	Collection Development	303-492-4605
Sociology	<a href="#">Stephanie Lichtenauer</a>	Reference	303-492-0682
Spanish & Portuguese Languages & Literature	<a href="#">Sean Knowlton</a>	Reference	303-492-7128
Special Collections	<a href="#">Deborah Hollis</a>	Special Collections	303-492-3910
Theater and Dance	<a href="#">Skip Hamilton</a>	Reference	303-492-2987
Undergraduate	<a href="#">Caroline Sinkinson</a>	Reference	303-492-0450
Video	<a href="#">Nancy Carter</a>	Public Services	303-492-3928
Women Studies	<a href="#">Yem Fong</a>	Collection Development	303-492-4414



**SECTION 5: PROCEDURES FOR RESPONSE TO COLLECTIONS  
EMERGENCIES**

## **5.1 WATER EXTRACTION, DRYING AND DEHUMIDIFICATION**

### **Water Extraction:**

**Small amounts** of water on floors or carpets can be removed by custodial services' mops and wet-dry vacs located around Norlin and other buildings (see Supplies and Equipment). Contact Building Proctor, custodian or custodian supervisor. Note however that often wet vacs are not where they are expected.

For this reason, Facilities has assisted us in having access to two industrial sized (55 gal) wet vacs. One is located in E304 and the other in a van at the stadium designated for emergency use. Libraries Security /Emergency personnel are authorized to use this microvan parked nightly in Lot 378 east of the stadium, License Plate #186-BAX. The key is available 24/7 at the Facilities Management Service Center, located in the NW Gate of stadium. Van has emergency water response materials including an industrial wet/vac and a carpet fan.

**Facilities Management Service Desk, 303-492-5522**

**Norlin Custodian Supervisor:  
Thongvanh Rattana, 303-492-4294**

**If a large amount of water** needs to be removed, the Housing Department has a trailer mounted water extractor (Hydromaster Max470) which, when not in use, is at 3500 Marine, E.Campus ARC, Housing Facilities Maintenance Building (Note: FLOOD ZONE). This removes five gallons per minute to outdoors or 100 gal tank. They have responded to water emergencies on campus successfully and more quickly than outside contractors and have agreed to come quickly to our assistance if needed.

**Housing 24/7 Emergency Number, 303-735-5555**  
(may transfer to FacMan Service Desk after-hours)

**Housing, Supervisor of Carpet Cleaning  
Dan Howes 303-472-0308 (head operator of machine)**

**Housing, Custodial Supervisor  
Darren Gist 303-492-6090**

In event of large water emergency Facilities Management calls (Adair,10/2004):

**Belfor**  
4690 Joliet Street, Denver, CO 80239  
303-425-9700  
Belfor has more complete service (carpet removal etc.) than Service Master.

**ServiceMaster**

303-761-0122

If water removal only is necessary.

**Drying:**

Both Facilities Management-Custodial and Housing Carpet Cleaning crews control a large number of carpet dryers, high-volume air movers (for listing see Equipment and supplies).

Use the numbers above.

The CU Recreation Center has several large fans and some carpet dryers and would cooperate in case of an emergency.

**CU Recreation Center, Facilities**, Associate Dir.

Herb Kienle

**303-492-5472**

303-546-8558 pager

Outside contractors referred above and below will also have drying equipment.

**Dehumidification:**

In the event of a water emergency and/or high humidity, FacMan HVAC can take some actions to lower the humidity in buildings from their centrally located controls in the stadium. Some of these actions resemble dehumidification but the HVAC system does not have dehumidifiers per se.

Increasing air circulation, light and cool temperatures will reduce the risk of mold developing. If high humidity is isolated to a certain area, arrange fans to draw drier air into the space.

The campus does not have any large dehumidification units.

Contact:

**Colorado Catastrophe dba CoCat**

COCAT, Inc.

5150 Havana Street, Unit F

Denver, CO 80239

**303-333-0392**

Cory Braesch, Op

## 5.2 AIR-DRYING DAMP OR WET BOOKS

### Supplies needed:

1. Paper towels or unprinted newsprint.
2. Fans (and dehumidifier if possible).
3. Clean tables or floor-space that can handle wet materials. Consider first covering area with plastic sheeting or newsprint.

### Planning:

Follow procedures in *Emergency Quick Reference* and contact Libraries Preservation Department. This procedure should be supervised by trained personnel.

- Usually practical for 200 or fewer books, if space allows.
- Best for moderately damp or only slightly wet books--edges only for instance.

If these conditions are not met, consider packing-out and freezing (verso) or combination of two procedures based on triage.

### Procedure:

Work quickly but carefully.

1. Open book and place paper-toweling every 20-30 pages.
2. Place book fanned open for good air circulation with wettest edge up.
3. If practical, rotate books every 2-3 hours.
4. If practical and books were quite wet, change toweling every few hours.
5. Document number of books damaged and circumstances of emergency.

Lightly wet books will usually take at least 24 hours to dry in this manner. After air-drying, books will be evaluated for rebinding or repair or replacement. Be sure no books that might be at all damp are returned to stacks.

## 5.3 PACKING-OUT WET BOOKS

For “soaking wet” books or when there are more wet books than is practical to air-dry. Books need to be packed and frozen as soon as possible.

### Supplies and services:

- Follow procedures in *Emergency Handbook* and contact Libraries Preservation Department. This procedure should be supervised by trained personnel.
- Arrange for personnel to do labor.
- Locate freezer paper.
- Alert freezer location of delivery. Map of freezer locations is in Grab Buckets and in Emergency Plan.
- Arrange transportation to freezer.
- Obtain plastic crates, or cardboard boxes lined with plastic or plastic bags.
- Obtain markers to label boxes.

### Procedure:

- If directed, wrap books in freezer paper, shiny side inside, toward book.
- Wrapping need not be tight or neat, but is primarily to keep books separated from one another. Single sheets of freezer paper can be used between books if paper in short supply. Newsprint can be used if no freezer paper available.
- Place books in boxes spine down or, if needed, bottom edge down. Never place on foreedge and preferably not flat.
- Books should be snug, but not tight in boxes. Boxes should be light enough to be carried safely to transportation.
- If books have fallen off shelf or are found open, trained professionals should wrap these books.
- Label outside of boxes. For instance: “CU Libraries [today’s date] [call # range].”

## 5.4 CU-BOULDER CAMPUS FREEZERS

Large walk-in freezers are located at the Service Building on Marine Street and on campus in dining halls run by Dining Services (part of the Housing Department, Division of Student Affairs). The University Memorial Center (UMC) also has freezers, but use of these is generally not recommended.

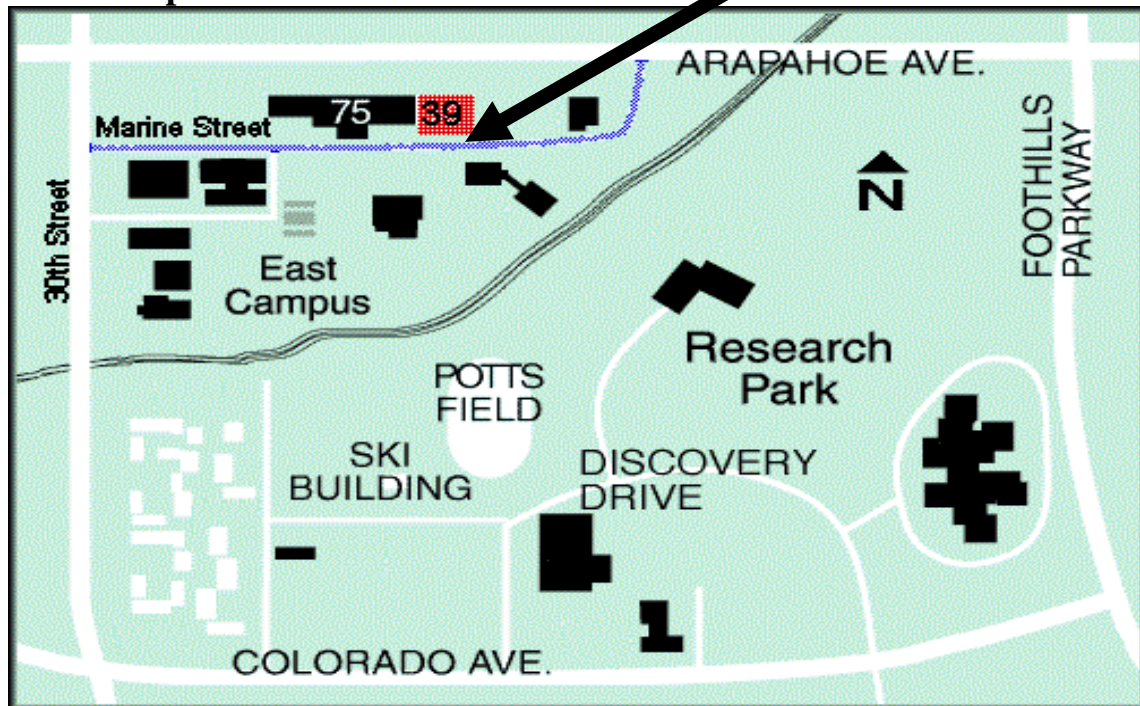
In an emergency, try Service Building freezers first. Their freezers are larger and should be available during semester breaks etc. On the other hand, these freezers are near flood zone for Boulder Creek. Other freezers are listed as backups.

### Contacts:

- **Chuck Kelly, 303-492-8088** Staff member at the Service Building Freezer: Campus Police has Chuck's home phone # on file;
- **24-hr on-call Housing Facilities Service Desk, 303-735-5555**
- Kambiz Khalili, Assoc. Dir Housing/Dining **303-492-6325** Kambiz.Khalili@Colorado.EDU
- Deb Coffin, Head of Housing and Dining Services **303-492-6494** Deb.Coffin@Colorado.EDU

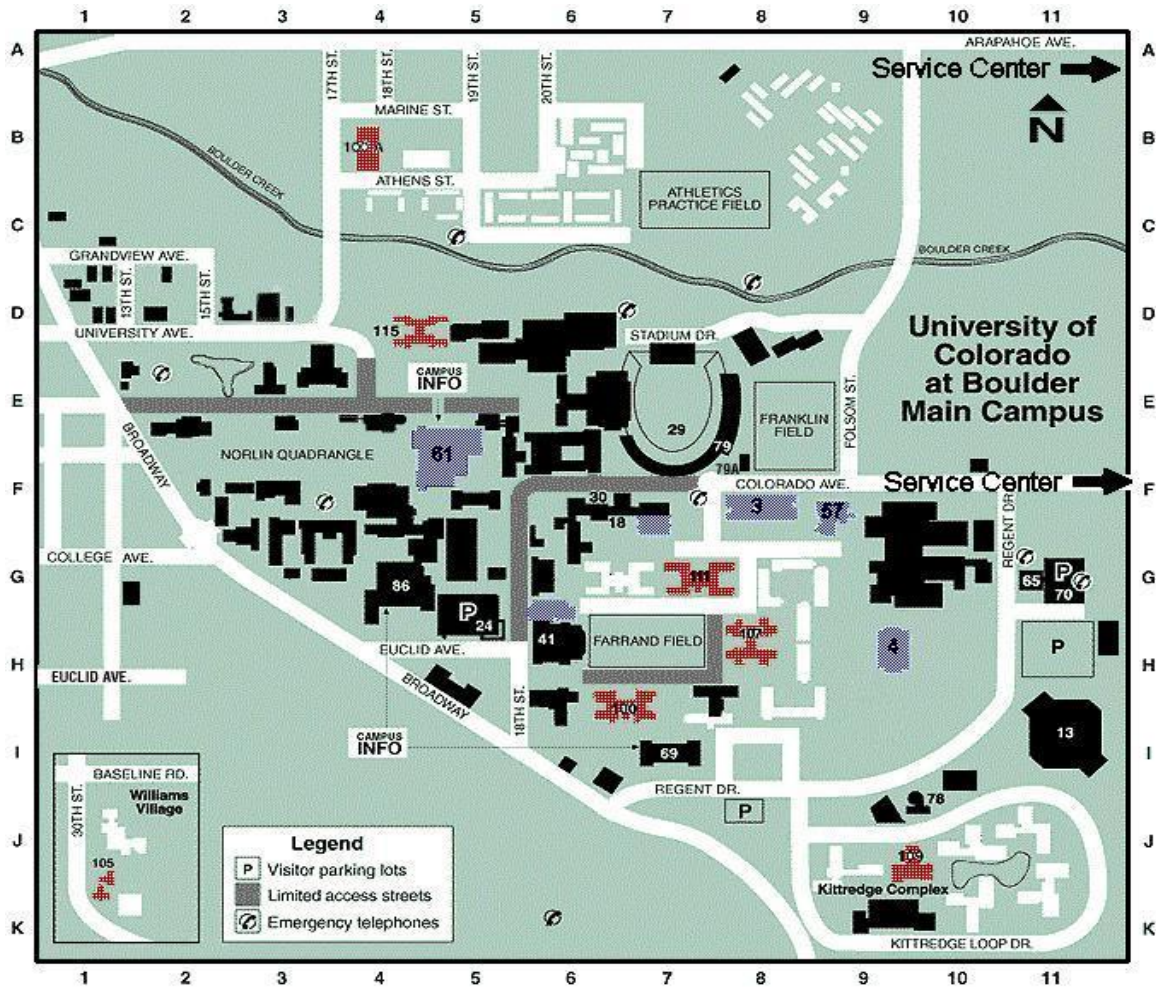
**Largest Freezers on campus are at the Service Building on Marine Street.** They have taken wet books during emergencies in the past. Approximately 1 mile NE from Norlin Library. Take Colorado Ave. East to 30<sup>th</sup> Street; turn North (left) and take 30<sup>th</sup> to Marine Street. Turn right onto Marine Street and go two blocks east to **Service Building (#39)**.

### East Campus:

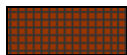


#39. Housing Department's "Service Building"

<b>Map #</b>	<b>Location Contact</b>	<b>Access</b>	<b>Type/Size</b>	<b>Comments</b>
E.Campus #39	<b>Service Building</b> 3381 Marine Street Chuck Kelly <b>303-492-8088</b>	Loading Dock	Walk-in 3,000 SF	Has had CU and CSU frozen books in the past.
E.Campus #39	<b>Service Building</b> As above	Loading Dock	Walk-in 1,000 SF	
E.Campus #39	<b>Service Building</b> As Above	Loading Dock	Walk-in 600 SF	
Main Campus #115	<b>Sewell Hall</b> Kitchen: 303-492-6855 Dining Hall: 303-492-4773 Office: 303-492-3356	Off loading dock, North Driveway, Down short flight of stairs.	2 Small Reach-in type. 64SF 25SF	Closest to Norlin, however “non-essential” which means it has downtime, for instance over summer and would take approx 6 hrs to start-up.
Main Campus #100	<b>Cheyenne Arapaho Hall</b> 2-3384 Kitchen 2-6887 Office	Downstairs	Small Reach-in	Non-essential. Has downtime for instance over summer.
Main Campus #111	<b>Libby Hall</b> 2-6821 Office 2-3376 Kitchen	Downstairs	2 Small Walkins	
Main Campus #109	<b>KittredgeComplex</b> 2- 7383 Kitchen 2-7383 Office	Loading Dock	Walk-in	
Main Campus #105	<b>Darly Towers-Williams Village</b> 2-3348 Kitchen 2-7892 Office	Loading dock	Walk-in	
Main Campus #107	<b>Farrand Hall</b> 5-6627 Kitchen 5-4659 Office	Down Hallway	Walk-in	
Main Campus #101	<b>College Inn</b> 720-974-3442 Kitchen 720-974-3301 Office		Small walk-in	

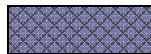


**Freezer locations:**



- 115. Sewall Hall (D-4)
- 100. Cheyenne Arapaho Hall (H-6)
- 100A. College Inn Residence Hall (B-
- 105. Darley Towers-Williams Village (J-1)
- 107. Farrand Hall (H-8)
- 111. Libby Hall (G-7)
- 109. Kittredge Commons-Kittredge Complex (J-9)

**Libraries Locations:**



- 61. Norlin Library (E-5)
- 18. Math-Physics Library (Duane Physics Bldg)(F-6)
- 3. Earth Sciences Library (Benson Earth Sciences Bldg) (F-8)
- 41. Music Library (Imig Music Bldg.) (H-6)
- 57. Engineering Library (Mathematics Bldg.) (F-9)
- 4. Business Library



## 5.5 DOCUMENT REPROCESSORS--RESPONSE TIPS

9/29/04 From: <http://www.documentreprocessors.com/frames.html>

### Books and Documents

Careful attention to the response tips given below will help Document Reprocessors successfully recover up to 99% of your water-damaged books and documents using the technique of Vacuum Freeze-Drying.

- Use cardboard "banker's box" 15"x12"x10" for packing.
  - Handle wet materials carefully to avoid additional damage.
  - If necessary, rinse off heavy mud and dirt using clean water.
  - Pack books spine down and documents upright in the box.
  - Books must be packed in the box only one width high.
  - Write customer name and contents on side of box.
  - When palletizing boxes, stack them only three high to prevent crushing the bottom layer during transport.
  - Freeze wet books and documents within 48 hours to prevent mold growth. Low temperature blast freezers give smaller ice crystals and better end results.
  - Freeze coated papers within 8 hours to avoid blocking of pages.
- Call our Middlesex, NY, office for help with shipping and scheduling.

Note that Document Reprocessors does not recommend freezer paper wrapping for general collection books, only Rare Books, due to time it takes and lack of effectiveness. Stressed Bankers boxes because they are not too large and assemble without tape. Stressed same sized boxes for palletizing. cs

## Photographic Materials

The following applies only to the recovery of 20th century black-and-white photographic and contemporary color materials. These photographic materials require immediate attention, and careful air drying must commence within 48 hours after becoming wet to achieve the best result(1,2). Attention to the response steps given below will help Document Reprocessors successfully recover your photographic materials with minimal changes in their appearance.

(Note: Images made by earlier 19th century processes, e.g. Ambrotypes, Tintypes, Daguerreotypes, collodion, and silver gelatin glass plate negatives and others, plus earlier color processes, e.g. Autochromes, Dufay color, Paget, Finley, and Agfa color that are water-damaged should be referred to a qualified Photograph Conservator for advice and treatment.)

- Keep all damaged materials cold and wet. Never let them dry out.
- Rinse off heavy mud or particulate dirt deposits with clean, cold water.
- Place wet items and their ID in a plastic bag, seal tightly and keep cold.
- Put the bag in a sturdy box, label the box with your name and contents, and ship overnight express to our Middlesex, NY, location.
- Call our office to advise us on quantity, shipping and arrival time so we can be prepared for your shipment.
- If you cannot ship the same day that the images become wet, follow the above steps and place the bagged images in a freezer. Then ship the frozen materials to us when you are ready.

(1)Klaus B. Hendricks, Fundamentals of Photograph Conservation: A Study Guide, 1991.

(2)Debbie Hess Norris, "Air-Drying of Water-Soaked Photographic Materials: Observations and Recommendations", ICOM-CC 1996.

## Architectural Materials and Maps

**Careful attention to the response tips given below will help Document Reprocessors successfully recover your water-damaged architectural documents and maps using Vacuum Freeze-Drying.**

**It is essential to decide in advance how your large, wet documents will be moved from their storage space to a freezer, what items should be on hand to support stacks of wet materials, and what type of container will be used to safely ship stacks of wet and dried items back and forth. Carol Turchans' article is worthwhile reading(1).**

- **Handle and transport wet materials very carefully to avoid additional damage.**
  - **Do not attempt to separate wet drawings or maps; wait until they are dried.**
  - **Support individual flat drawings on cardboard, or wood framed window screen made up on site. If materials are stored in a map case, consider using the drawers for support and moving.**
  - **Support rolled drawings in sections of PVC pipe or cardboard tubes.**
  - **Place groups of hanging drawings on clean, heavy cardboard and interleave cardboard between each set.**
  - **Freeze all wet materials within 48 hours to prevent mold growth. Low temperature blast freezers give smaller ice crystals and better end results.**
- Call our Middlesex, NY, office for help with shipping and scheduling.**

(1)Carol Turchan, "The Chicago Historical Society Flood:Recovery Analysis Two Years Later", Book and Paper Group Annual, 1988 AIC.

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## **Magnetic Discs**

**Media to be considered for recovery are 3 1/2", 5 1/4", and 8" diskettes and PC hard drives. These response steps will help Document Reprocessors successfully air dry these disks so they can be copied to a new format for longer term retention.**

- **Keep the disk and its sleeve together to preserve labeling information.**
- **Place wet disks in a plastic bag, seal tightly, and freeze.**
- **Put the bag in a sturdy box, label the box with your name and contents, and ship overnight express to our Middlesex, NY, location.**
- **Call our office to advise us on quantity, shipping and arrival time so we can be prepared for your shipment.**

## **Audio and Video Tapes**

**Magnetic tape media require a rapid response. Careful attention to the response steps given below will help Document Reprocessors recover your audio and video tape collections with a minimum of data loss. Since 100% recovery is unlikely, a rehabilitation step to recopy the remaining information on fresh tape will probably be needed.**

- **Do not unwind and attempt to dry the tape.**
- **Shake off excess water.**
- **Put tapes with their boxes into a plastic bag, seal tightly, and keep cool.**
- **Put the bag in a sturdy box, label the box with your name and contents, and ship within 24 hours by overnight express to our Middlesex, NY, location.**
- **Call our office to advise us on quantity, shipping and arrival time so we can be prepared for your shipment.**

<http://www.documentreprocessors.com/microfilm.htm>

## **Microfilm and Microfiche**

Microfilm and microfiche require immediate attention for successful recovery. Film separation and drying must commence within 48 hours of becoming wet to achieve the best results.

Once again, time is of the essence! In particular, chemical coatings and labels must be preserved, yet decomposition and film degradation must be prevented. This means special procedures must be followed.

### **The most important question to ask is:**

#### **Can you ship the same day the film gets wet?**

The answer to this question determines the procedures to follow:

**If you can ship the same day** the film gets wet, do the following:

- Put rubber bands around 35mm film boxes to keep the film reel and its box together to preserve labeling information.
- Do not attempt to separate wet fiche.
- Place wet film or fiche in a plastic bag, seal tightly and keep cold.
- Put the bag in a sturdy cardboard box, label with your name and contents, and ship overnight express to our Middlesex, NY, location.
- Call our office to advise us on quantity, shipping and arrival time so we can be prepared to receive your materials.

**If you cannot ship the same day** the film gets wet, do the following:

- Perform the same initial processing steps as listed above.
- Handle and transport wet materials very carefully to avoid additional damage.
- Place wet film or fiche in a plastic bag, seal tightly and freeze.
- Low temperature blast freezers produce smaller ice crystals and better end results.
- Call our office for help with shipping and scheduling.

## **Magnetic Media**

Computer disks and similar magnetic media pose special problems for successful data recovery. Generally speaking, no attempt is made to recover the physical media -- only the data stored therein. Media to be considered for recovery include 3-1/2", 5-1/4", and 8" diskettes and PC hard drives. The response steps below will help document Reprocessors successfully air dry your disks so the data can be copied to new formats for longer term retention.

Attention to the response steps given below will help Document Reprocessors successfully recover the contents of your magnetic media:

- Keep the disk and its sleeve together to preserve labeling information.
- Place wet disks in a plastic bag, seal tightly, and freeze.
- Put the bag in a sturdy box, label the box with your name and contents, and ship within 24 hours by overnight express to our Middlesex, NY, location.
- Call our office to advise us on quantity, shipping and arrival time so we can be prepared to receive your shipment.

**Call 1-800-4DRYING (1-800-437-9464) (Document Reprocessors)**

## **5.6 NORTHEAST DOCUMENT CONSERVATION CENTER (NEDCC) ARTICLES**



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**TECHNICAL  
LEAFLET**

**EMERGENCY  
MANAGEMENT**

**Section 3, Leaflet 1**

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## **“Protection From Loss: Water And Fire Damage, Biological Agents, Theft, And Vandalism”**

**by Sherelyn Ogden  
Head of Conservation  
Minnesota Historical Society**

Providing the best protection for collections from the most common causes of loss is a basic principle of preventive maintenance. The guidelines below will help immeasurably to secure collections. Consult the NEDCC technical leaflets listed at the end of this leaflet for more in-depth information on the topics introduced here.

### **WATER AND FIRE DAMAGE**

The best way to deal with water and fire damage is to be prepared for it. Emergency preparedness is an important component of overall preservation planning. An emergency preparedness plan should cover all hazards, including water and fire, that pose a reasonable threat to collections. A systematically organized, formally written plan enables you to respond efficiently and quickly to an emergency, minimizing danger to staff and damage to collections and the building. Such a plan should cover preventive measures as well as recovery procedures. It should also include a training component. For example, all staff should be shown the location and taught the operation of shut-off valves for water-bearing pipes in buildings where collections are housed. The plan should be reviewed with staff regularly, at least annually. The plan should include lists of steps to follow if a disaster strikes and sources of assistance and supplies that may be needed. The importance of having the plan in written form cannot be overstated. In the excitement and confusion of an emergency, procedures and sources of help are easily forgotten. Information recorded in writing is much less likely to be overlooked. Much valuable time can be lost during emergencies if staff members are unfamiliar with recovery methods. Copies of the plan should be distributed to all personnel responsible for emergency prevention and recovery. Several copies of the plan should be stored off-site as well as in the building(s) where materials are housed.

Protection from water damage is essential to the preservation of library and archival materials. Even a minor water accident such as a leaky pipe can cause extensive and irreparable harm to collections. Several precautions can be taken. Roof coverings and flashings should be inspected regularly and repaired or replaced as needed. Gutters and drains should be cleaned frequently. Materials should never be stored under water pipes, steam pipes, lavatories, mechanical air-conditioning equipment, or other sources of water.

Materials should always be stored at least four inches above the floor, never directly on the floor. Storage in basements or in other areas where the threat of flooding is great should be avoided. If collections must be stored in areas where they are vulnerable to flooding, water-sensing alarms



should be installed to insure quick detection of water.

Damage caused by fire can be even more serious than that caused by water. If collections survive at all, they are likely to be charred, covered with soot, brittle from exposure to high heat, wet from water used to extinguish the fire, moldy, and smelling of smoke. Several fire-suppression methods are available. Every institution should have at least one method in operation.

Although water mist systems, which are about to become available commercially, look promising, automatic sprinklers are now considered by most fire safety professionals, librarians, archivists, and conservators to be the best protection from fire for libraries and archives. The preferred type of sprinkler system depends upon the institution's objectives. Before making a choice, staff should consult an experienced fire safety engineer who is familiar with libraries and archives and with current developments in the field. Also, all relevant publications of the National Fire Protection Agency (NFPA), located in Quincy, Massachusetts, should be reviewed. Collections of very special value, which may be irretrievably damaged by water from a sprinkler system, have until recently often been protected by an automatic Halon gas suppression system. Halon contains chlorofluorocarbons, however, and its use is now generally prohibited because of its damaging effect on the environment. Other methods of fire suppression for collections of special value are being developed. At the very least, every storage and use area should have several portable fire extinguishers of the ABC dry chemical type, and staff should be trained in their use. All fire-suppression systems should be regularly inspected and properly maintained. The manufacturer's specifications should be followed.

All repositories that house library and archival materials should be equipped throughout with a fire detection and alarm system wired directly to the local fire department or to another 24-hour monitor. Several types of detection and alarm systems are available. The most appropriate type for a particular institution depends upon several factors specific to that institution, such as the building's construction, its use, and its content value. A fire safety engineer who understands fire problems and the various detection and alarm systems available should be consulted. All detectors and alarms should be regularly tested and maintained according to the manufacturers' specifications.

Staff members should work with the local fire department to develop a fire safety program. All existing fire hazards should be eliminated. Regular fire inspections and drills should be held, and staff should be trained in evacuation procedures.

#### BIOLOGICAL AGENTS

The primary biological agents that cause damage to library and archival collections are mold, rodents, and insects, although dogs, cats, birds, and humans also harm materials. Mold damage can pose a serious threat, especially to institutions located in a hot, humid climate or near a large body of water where humidity is high. Mold spores are ever-present in the environment. Mold damage can be devastating, and measures should be taken to avoid its occurrence. The most important measures are maintaining proper levels of temperature and relative humidity, good circulation of air, and clean, clutter-free storage areas. Ideally temperature should never go above 70°F or relative humidity above 50%. The higher the temperature and humidity, the greater the risk of mold. If a water-related emergency occurs, such as a flood or fire, wet materials should be dealt with immediately before mold develops.

Once mold appears, the affected items should be isolated from the collection. Gloves and a respirator should be worn when handling moldy materials. The items should be dried thoroughly and, once they are dry, the mold should be removed from them. A conservator should be contacted for advice on how best to do this given the particular circumstances.

Library and archival materials are appetizing to rodents and insects, and all possible steps should be taken to control them. They are attracted by clutter and food remains. Clutter, dust, and dirt should not be allowed to accumulate, and storage areas should be kept clean at all times. Eating

and drinking should be prohibited in buildings containing collections, especially in storage areas. Staff members should eat only in a staff room that is located as far away from collections as possible. All garbage receptacles containing food should be removed from buildings every day.

High temperature and, in particular, high relative humidity also encourage rodent and insect activity so these should be controlled. Windows, doors, and vents should be kept closed as much as possible because insects enter through these. Buildings should be well maintained because cracks or breaks in the building fabric are another point of entry. Grass and plantings should be trimmed back at least 18 inches from any building that houses collections. If possible all materials entering the building should be checked for rodents and especially insects. This includes new items for the collection, items being returned after a loan, and all equipment, supplies, and packing materials. A program of integrated pest management should be implemented.

Once an infestation is discovered, immediate action is required. Several kinds of traps for catching rodents are available commercially, but hiring a professional exterminator is advisable for reasons of staff safety. If an insect infestation is discovered, the affected items should be isolated from the rest of the collection. Items adjacent to affected ones should also be isolated. The insect should be identified, as this will aid in extermination and may help determine the source of the infestation. Spray-type insecticides should not be sprayed directly onto collections; the chemicals may damage them. Controlled freezing is another method of treating insect-infested library and archival materials, often preferred because it avoids the use of toxic chemicals. Other methods of nonchemical fumigation, such as modified atmospheres, are available. If an infestation is discovered, contact a preservation professional for the most up-to-date information.

#### THEFT AND VANDALISM

Because of the high value of materials in libraries and archives, adequate protection from theft and vandalism must be provided. This protection can range in complexity from simple locks to elaborate security systems. In general, collections of permanent value should be well secured when the building is closed to the public. Usually the best protection is provided by perimeter intrusion alarms and internal motion detectors connected directly to the local police department or to another outside 24-hour monitoring agency. During working hours it is best to have only one entrance/exit, to be used by researchers and staff alike. All other doors should be alarmed so that unauthorized use can be detected. Windows should be kept closed and locked. Building keys and keys to areas where materials of special value are kept should be strictly limited. A list of keyholders should be kept current, and staff members should be required to return keys when they leave the employ of the institution. Access to storage areas should be strictly limited, and researchers should be accompanied by a staff member if they enter these areas.

Use of materials by researchers should be carefully controlled and strictly monitored. Researchers should never be left unattended. Ideally, they should use materials in a room separate from book storage areas. Coats, bags, and personal belongings of all kinds should be left outside the reading area, and researchers should be allowed to bring only a pencil and paper into the room. Researchers should sign a register, present an identification card, and leave that identification card in the hands of a staff member, who should retrieve the requested object. Requests for the use of materials in special collections should be made in writing. Call slips should be retained to provide a record of use. One object at a time should be given to researchers. If several objects are needed, they should be carefully counted out by the staff member in front of the researcher before and after use. Staff should check the materials visually before and after use for evidence of vandalism. Identification cards should be returned to researchers only when the objects are returned to the staff member and when the staff member is satisfied that no damage has been done.

If you discover that valuable materials have been stolen from your collection, contact the police, the insurance company, and any appropriate organizations as required. You may want to contact the Antiquarian Booksellers Association of America (ABAA). The telephone number is (212) 944-

8291, fax is (212) 944-8293, and e-mail is [abaa@panix.org](mailto:abaa@panix.org). Their online resource provides links to related information sources including reports of stolen books, recovered materials, and forgeries, <http://www.abaa.org>. Once a theft occurs, you will need a way to prove ownership of valuable materials. Marking the item itself is a curatorial decision. Written descriptions as well as photographs or high-quality photocopies of identifying details should be kept on file.

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## **TECHNICAL LEAFLET**

### **EMERGENCY MANAGEMENT**

**Section 3, Leaflet 7**

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### **“Emergency Salvage Of Wet Books And Records”**

**by Sally Buchanan, Associate Professor  
School of Information Science  
University of Pittsburgh**

The recovery of books and records after exposure to a water-based emergency can be successful and cost-effective if staff and management are prepared ahead of time and react in a timely way. Many libraries and archives have recovered in splendid form because staff knew precisely what to do in an emergency. However, if decisions and actions are delayed more than a few hours, collections may be lost or so seriously damaged that recovery becomes a major undertaking. Funds must be diverted from other projects. Service for the public and scholars is interrupted, and public relations suffer. The key steps for a satisfactory emergency recovery include:

- Timely initial response
- A detailed disaster plan
- Educated staff
- Committed management
- Effective communication
- Quick, informed decisions

Rapid response is essential for an effective recovery effort. Paper-based collections begin to distort physically immediately after becoming wet. Books swell and distort; paper cockles; inks and pigments run; coated papers begin to adhere to one another. Materials that could be dried easily and relatively inexpensively if attended to quickly become candidates for rebinding, expert conservation, or discard. Unfortunately, many librarians believe that replacement of water-damaged materials is the best solution, only to find that many items are not replaceable. Or they are replaceable in formats that are not acceptable to users or compatible with service goals. Collections of some breadth and depth may never recover their former distinction.

If environmental conditions are poor after a water problem, mold will begin to bloom in as little as 2-3 days, developing first in the gutters and spines of bound materials, and spreading rapidly thereafter. Once established, mold is extremely difficult to control and eradicate, frequently causing problems in the facility for many months after the recovery effort is concluded.

Recovery from exposure to water is more successful if collections and facilities are stabilized as soon as possible. This means that the immediate environment must receive attention. Water must

be removed; temperature and humidity controlled; and dry collections protected. At the same time, wet books and records should, in most instances, be removed from the site following accepted procedures, and stabilized by freezing.

After a serious water emergency, questions often arise that deserve attention. Are any of these materials expendable because they no longer are used, have no relationship to the current collection development plan, or have no value? Can they be purchased in another format that will be acceptable to users? Would the purchase in another format create hidden expenses in the future? For example, will there be a need to upgrade equipment, hardware, or software to access the information? Does the institution have obligations to the region or even the world's library?

For books and records that have been water damaged, there are several drying techniques which have been tested and perfected over the past decade. The selection of one or more of these depends upon the extent and severity of water damage, the composition of the materials affected, the expected use and retention of the collections, and the documented facts related to the overt and hidden costs of recovery using various drying methods. These will be described briefly with comments about the kinds of damage and the specific collection materials for which they were developed as well as the short- and long-term costs of employing them.

Advice from a preservation manager or a conservator experienced in disaster recovery can be helpful before making final decisions. If rare books or unique materials are involved, a conservator should always be consulted so mistakes can be avoided. Successful recovery operations over the past decade have demonstrated repeatedly that if sound recovery methods are followed, it is less expensive to dry original collections than to replace them.

It is important to understand that no drying method restores collections. If time must be taken to make critical decisions and materials have distorted badly, that is the way they will look when dry. However, if collections are stabilized quickly, they can often be dried and returned to the shelves with little discernible damage.

### **Air Drying**

Air drying is the oldest and most common method of dealing with wet books and records. It can be employed for one item or many, but it is most suitable for small numbers of damp or slightly wet books and documents. Because it requires no special equipment, it is often believed to be an inexpensive method of drying. But it is extremely labor intensive, it can occupy a great deal of space, and it usually results in badly distorted bindings and textblocks. It is seldom successful for drying bound volumes with coated paper. The rehabilitation costs after air drying tend to be extensive because most bound material requires rebinding. Single sheets are often distorted requiring flattening and rehousing. It is not unusual for mold to develop during extensive air-drying operations. Another hidden cost of air drying is the extra amount of shelf space required for collections. Depending upon how quickly wet materials are stabilized, the minimum amount of additional space required after drying will be 20%-30%.

### **Dehumidification**

Drying by dehumidification has been employed for many years by business and industry to dry out buildings, the holds of ships, and mammoth storage containers. Large, commercial dehumidifiers are placed in a facility with all the collections, equipment, and furnishings left in place. Temperature and humidity are carefully controlled to specifications. This drying method is especially effective for library or archives buildings that have suffered extensive water damage to the structure itself. It can be used for collections that have suffered only slight to moderate water damage, but is not safe for water-soluble inks or pigments. Slightly damp coated paper may be dried this way if swelling and adhesion have not taken place before the process is initiated. The number of items that can be treated with dehumidification is limited only by the expertise or the equipment of the company. This drying method has the advantage of leaving the collections in

place on the shelves and in storage containers, eliminating the costly step of removal to a freezer or vacuum chamber. Dehumidification is especially effective in conjunction with other drying methods and for stabilizing the building and environment.

### **Freezer Drying**

A modest number of books and records that are only damp or moderately wet may be dried quite successfully in a self-defrosting blast freezer if left there long enough. The temperature in the freezer must be maintained no warmer than -10 degrees F. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. One method is to support books between clear acrylic "boards" with holes drilled in them to facilitate drying. The book and boards can be wrapped with a strong elastic cord which will keep them firmly supported as the books dry and shrink slightly. Documents may be placed in the freezer in stacks or spread out for faster drying. Small numbers of leather and vellum bindings can be dried successfully this way. Expect this method to take from several weeks to many months, depending upon the temperature of the freezer and the extent of water damage, because it is a passive technology. Caution is advised with coated paper as leaves may adhere to one another while drying. If items are placed in the freezer very soon after becoming wet, additional shelf or storage space will be held to a minimum.

### **Thermaline or Cryogenic Drying**

This is the copyrighted name for a new drying technique currently being tested and revised to meet special needs. Intended primarily for rare book and manuscript collections, the process was developed to address the difficulty of drying large numbers of rare books bound in leather or vellum. It employs blast freezers at very low temperatures and is an advanced variation of the Freezer Drying method described above, using sophisticated technology to hasten the drying in a more active approach. Because books receive a great deal of individual handling to ensure the most effective drying with the least amount of damage, this process is the most expensive of the drying methods. It is safe for water-soluble media and for coated papers. As with vacuum freeze drying, if carried out properly, Thermaline Drying never distorts materials as a result of the process.

### **Vacuum Freeze Drying**

This process calls for sophisticated equipment and is especially suitable for large numbers of wet books and records as well as for water-soluble inks and for coated paper. Frozen books and records are placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees F, remain frozen. The physical process known as sublimation takes place--i.e., ice crystals vaporize without melting. This means that there is no additional wetting, swelling, or distortion beyond that incurred before the frozen materials were placed in the chamber. If materials have been stabilized quickly after becoming wet, very little extra shelf or storage space will be required when they are dry. 10% additional shelf space is a sound estimate to use for planning.

Many coated papers can be difficult to dry without adhering once they are wet. Because it is nearly impossible to determine which paper will block, all coated papers should be treated the same way for the purpose of vacuum freeze drying: before any drying takes place, and ideally within six hours of exposure, materials should be frozen at -10 degrees F or lower. They may then be vacuum freeze dried with a high potential for success. Rare and unique materials can be dried successfully by vacuum freeze drying, but leathers and vellums may not survive. Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt and/or soot are lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze drying can be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group,

reducing the per-book cost and making the process affordable.

### **Vacuum Thermal Drying**

Books and records that are slightly to extensively wet may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, heat is introduced, and the materials are dried just above 32 degrees F. This means that the materials stay wet while they dry. This method is used extensively in the food industry for freeze drying certain foods. It is an acceptable method of drying wet records that have no long-term value. The method often produces extreme distortion in books, and almost always causes blocking of coated paper. For large numbers of collections, vacuum thermal drying is easier than air drying and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected as should the need for expanded shelf or storage space.

### **How to Air Dry Wet Records**

Wet records may be air dried if care is taken to follow guidelines suggested by preservation experts. The technique is most suitable for small numbers of records that are damp or water damaged only around the edges. If there are hundreds of single pages, or if the water damage is severe, other methods of drying will be more satisfactory and cost-effective. Stacks of documents on coated, or shiny, paper must be separated immediately to prevent adhesion, or they must be frozen to await a later drying decision. Care must be taken with water-soluble inks as well. Records with running or blurred inks should be frozen immediately to preserve the written record. After the items are frozen, conservators can be contacted for advice and assistance.

If records must be air dried, the following steps will help achieve satisfactory results. Wet paper is extremely fragile and easily torn or damaged, so care must be exercised. Once wet, records will never look the same, and at least some cockling should be expected.

1. Secure a clean, dry environment where the temperature and humidity are as low as possible. The temperature must be below 70 degrees F. and the humidity below 50%, or mold will probably develop and distortion will be extreme.
2. Keep the air moving at all times using fans in the drying area. This will accelerate the drying process and discourage the growth of mold. If materials are dried outside, remember that prolonged exposure to direct sunlight may fade inks and accelerate the aging of paper. Be aware that breezes can blow away single records. Train fans into the air and away from the drying records.
3. Single leaves can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint, or clotheslines may be strung close together and records laid across them for drying.
4. If records are printed on coated paper, they must be separated from one another to prevent them from sticking. This is a tedious process that requires skill and patience. Practice ahead of time will prove useful. Place a piece of polyester film on the stack of records. Rub it gently down on the top sheet. Then slowly lift the film while peeling off the top sheet. Hang the polyester film up to dry on a clothesline using clothespins. As the document dries, it will separate from the surface of the film, so it must be monitored carefully. Before it falls, remove it and allow it to finish drying on a flat surface.
5. Once dry, records may be rehoused in clean folders and boxes, or they may be photocopied or reformatted in other ways. Dried records will always occupy more space than ones that have never been water damaged.

## How to Air Dry Wet Books

Air drying is most appropriate for books that are only damp or wet in limited places such as along the edges. Books that are soaking wet should be frozen and vacuum freeze dried to minimize cockling of pages and distortion of the text block and binding. Books containing coated paper should be frozen while still wet and vacuum freeze dried for best results. Books with running or blurred inks must be frozen immediately to preserve the contents.

1. Refer to steps 1 and 2 in the section How to Air Dry Wet Records.
2. Interleave every few pages, starting from the back of the book, turning pages carefully. For interleaving, use paper towels or clean, unprinted newsprint. Be careful to avoid interleaving too much or the spine will become concave and the volume distorted. Complete the interleaving by placing clean blotter paper inside the front and back covers. Close the book gently and place it on several sheets of absorbent paper. Change the interleaving frequently. Turn the book from head to tail each time it is interleaved.
3. When books are dry but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into the normal shape, with convex spine and concave front edge (if that was their original shape), and held in place with a light weight. Do not stack drying books on top of each other. In no case should books be returned to the shelves until thoroughly dry; otherwise mold may develop, particularly along the gutter margin.
4. Dampness will persist for some time in the gutter, along the spine, and between boards and flyleaves. This is particularly true of volumes sewn on an oversewing machine. Check often for mold growth while books are drying.
5. If the edges of the book are only slightly wet, the book may be stood on end and fanned open slightly in the path of a flow of air (as from a fan). To minimize distortion of the edges, lay volumes flat under light pressure just before drying is complete. Paper or cloth-covered bricks work well for weights.
6. If you can establish an air-conditioned room capable of maintaining a constant relative humidity of 25 to 35% and temperature between 50 and 65 degrees F, books with only wet edges can be dried successfully in approximately two weeks without interleaving. Do not try to dry books printed on coated paper by this method. In most cases, the only chance of saving such books is to freeze them while they are wet and dry them by vacuum freeze drying.

## Acknowledgements

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**TECHNICAL  
LEAFLET**

**EMERGENCY  
MANAGEMENT**

**Section 3, Leaflet 9**

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## **“Emergency Salvage Of Moldy Books And Paper”**

**by Beth Lindblom Patkus  
Preservation Consultant  
Walpole, MA**

### ***INTRODUCTION***

Most librarians and archivists have seen the effects of mold on paper materials, but many have never experienced an active mold outbreak. Dealing with such an outbreak (large or small) can be overwhelming. This leaflet provides some basic information about mold and outlines the steps that need to be taken to stop mold growth and begin to salvage collections.

***Please note*** that the actions recommended here are basic stabilization techniques to be undertaken in-house for small to moderate outbreaks. The complexities of dealing with a large number of wet and moldy materials will usually require outside assistance, and some suggestions for dealing with a major mold outbreak, appear at the end of this leaflet. In all cases, a conservator or preservation professional should be consulted if any questions arise or if further treatment is necessary.

### **WHAT IS MOLD?**

*Mold* and *mildew* are generic terms that refer to various types of fungi, microorganisms that depend on other organisms for sustenance. There are over 100,000 known species of fungi. The great variety of species means that patterns of mold growth and the activity of mold in a particular situation can be unpredictable, but it is possible to make some broad generalizations about the behavior of mold.

Mold propagates by disseminating large numbers of spores, which become airborne, travel to new locations, and (under the right conditions) germinate. When spores germinate, they sprout hair-like webs known as mycelium (visible mold); these in turn produce more spore sacs, which ripen and burst, starting the cycle again. Molds excrete enzymes that allow them to digest organic materials such as paper and book bindings, altering and weakening those materials. In addition, many molds contain colored substances that can stain paper, cloth, or leather. It is also important to realize that mold can be dangerous to people and in some cases can pose a major health hazard. Mold outbreaks should never be ignored or left to "go away on their own."

### **WHY DOES MOLD GROW?**

To germinate (become *active*), spores require a favorable environment. If favorable conditions are not present, the spores remain inactive (*dormant*); in this state they can do little damage.

The most important factor in mold growth is the presence of moisture, most commonly in the air, but also in the object on which the mold is growing. Moisture in the air is measured as relative humidity (RH). In general, the higher the RH the more readily mold will grow. If the RH is over 70% for an extended period of time, mold growth is almost inevitable. It is important to remember, however, that it is possible for some

species of mold to grow at lower RH as well. If collections have become wet as the result of a water disaster, this increases their susceptibility to mold growth. Other factors that will contribute to mold growth in the presence of moisture are high temperature, stagnant air, and darkness.

Mold spores, active or dormant, are everywhere. It is not possible to create an atmosphere free of spores. They exist in every room, on every object in the collection, and on every person entering the collection area. The only wholly dependable control strategy is to keep the humidity and temperature moderate so the spores remain dormant, keep collections as clean as possible, and prevent the introduction of new active mold colonies.

#### BASIC PRINCIPLES OF SALVAGE

**REDUCE THE HUMIDITY:** As noted above, moisture initiates mold growth. Reducing the humidity is essential to stopping the mold growth.

**DO NOT TURN UP THE HEAT:** This will not help to dry out collections and storage areas. Additional heat in the presence of moisture will cause the mold to grow faster.

**IF COLLECTIONS ARE WET, DRY OR FREEZE THEM:** Mold will normally grow on wet materials in about 48 hours (sometimes sooner). If you know you cannot get the affected material dry within 48 hours, it is best to freeze it. This will not kill the mold, but it will stop further growth until you have a chance to dry and clean the material.

**CONSIDER THE HEALTH RISKS:** A few mold species are toxic to people, and many molds are powerful sensitizers. Exposure to mold can lead to debilitating allergy even among people not prone to allergies. Everyone who works with moldy objects must be properly protected.

**AVOID "QUICK AND EASY" CURES:** "Quick cures" that you may have heard about (such as spraying Lysol on objects or cleaning them with bleach) may cause additional damage to items or be toxic to people; they are also often ineffective. In the past, mold-infested collections were often treated with fumigants. Ethylene oxide (ETO) will kill active mold and mold spores; other chemicals that have been used are less effective. **All** of these chemicals can have adverse effects on both collections and people, and none of them will keep the mold from recurring.

#### STEP-BY-STEP SALVAGE

This section provides specific steps for responding to a small or moderate mold outbreak. While the steps are numbered for convenience, they may not be carried out in exactly this order, and some of these activities will occur simultaneously.

1. **Find out what is causing the mold growth.** You need to know what is causing the problem so that additional mold on collections not yet affected can be avoided.
  - Look first for an obvious source of moisture, such as a water leak.
  - If there is no obvious source of moisture, use a monitoring instrument to measure the relative humidity in the affected area. If the humidity is elevated, there might be a problem with the HVAC (heating, ventilating, and air conditioning) system, or the area might be subject to higher humidity for another reason, such as having shelves placed against an outside wall. Mold might also develop in areas with poor air circulation or in areas where there is a lot of dust and dirt that might provide a food source for mold.
  - Initiate repairs or resolve the problem as soon as possible. If the problem cannot be resolved quickly, salvage the collections as directed below and develop a strategy for frequent monitoring of the area for additional mold growth.

2. **Take steps to modify the environment so that it is no longer conducive to mold growth.**
  - Mop up and/or use a wet-dry vacuum to remove any standing water. Bring in dehumidifiers, but be sure that a mechanism is in place to drain them periodically so they do not overflow. Bring in fans to circulate the air, and open the windows (unless the humidity is higher outside).
  - Your goal should be to reduce the relative humidity to 55% or lower. Temperature should be moderate, below 70°F. Get a monitoring instrument that can measure the relative humidity and temperature accurately, and record the measurements in a log several times a day. Do not rely on your own impression of climate conditions.
3. **Implement safety precautions for staff and others working with moldy items.**
  - A mycologist should be consulted to insure that no toxic mold species are present (a local hospital or university should be able to provide a reference). If toxic molds are present, DO NOT attempt to salvage materials yourself.
  - If there are no toxic molds present, collections can be salvaged in-house, but everyone working with the affected materials must wear disposable plastic gloves and clothing, and use a protective mask when working with moldy objects.
  - Use a respirator with a **HEPA** (high efficiency particulate) filter; pollen dust masks available in drug and hardware stores are not adequate. If you cannot use disposable clothing, be sure to leave dirty clothes in a designated area and wash them in hot water and bleach. Respirators should be wiped periodically with rubbing or denatured alcohol.
  - Be aware that some people cannot wear respirators. The respirator must fit well with good contact around the nose and mouth area. In addition, they make breathing somewhat difficult and can be problematic for people with asthma or heart conditions, or people who are pregnant. It is a good idea to consult your doctor before wearing a respirator to work with moldy materials.<sup>1</sup>
4. **Isolate the affected items.**
  - Quarantine items by removing them to a clean area with relative humidity below 45%, separate from the rest of the collection. Items should be transferred in sealed plastic bags to avoid transfer of mold to other items during the move, but they should not remain in the bags once in the clean area, since this will create a micro-environment that can foster further mold growth.
  - In the case of a large mold outbreak it may be impractical to move the items; in that case the area in which they are housed should be quarantined and sealed off from the rest of the building to the extent possible (remember that this includes shutting off air circulation from the affected area).
5. **Begin to dry the materials.** Your goal is to make the mold go dormant, so that it will appear dry and powdery rather than soft and fuzzy. This will allow you to remove the mold residue more easily.
  - Wet material should be dried in a cool, dry space with good air circulation. An air-conditioned space is the best for this purpose, but if that is impossible, use fans to circulate air (do not aim fans directly at objects, however, as this can damage materials and further scatter mold spores). Place paper toweling or unprinted newsprint (regular newspapers may transfer print to the wet objects) under the drying items to absorb moisture, and change this blotting material often. Air drying takes time and attention, since you must check drying materials often, and you must maintain cool, dry conditions and air circulation in the space.
  - Collections may also be dried outside in the sun (sunlight or ultraviolet light can cause some molds to become dormant). The outside humidity must be low. Be aware that the sun causes fading

and other damage to paper-based collections, however. Materials should be monitored closely and left outside no more than an hour or so.

- Special attention should be paid to framed objects (such as prints and drawings) and to the interior of the spines of books. A frame provides an ideal environment for mold; the back is dark, air does not circulate, and humidity can be trapped inside. Similarly, the interior of the spine of a book is particularly vulnerable to mold growth. Spines should be checked regularly during the drying process. Framed materials should be unframed immediately, and dried as above. If the item appears to be stuck to the glass in the frame, remove the backing materials from the frame and leave the item in the frame and attached to the glass. Place the framed item in a cool, dry space as described above, and consult a professional conservator.

#### 6. **If immediate drying is not possible, freeze the affected items.**

- If the item is small enough, it can be placed in the freezer compartment of a home refrigerator, with freezer paper loosely wrapped around it to prevent it from sticking to other items.

- For items that are too big for a freezer compartment or for larger numbers of items, a commercial freezer may be necessary (grocery store, university food service, commercial cold storage facility, etc.). It is a good idea to make arrangements for commercial freezer storage before an emergency arises, since there may be restrictions on storing moldy items in a freezer that normally holds foodstuffs.

- Once time and resources are available, frozen materials can be thawed and dried in small batches, or they can be freeze-dried or vacuum freeze-dried (with the exception of photographs, which should not be freeze-dried or vacuum freeze-dried).

#### 7. **Clean the affected items.**

**DO NOT** try to clean active mold (soft and fuzzy) yourself. This should be done only by a conservator, who will use a vacuum aspirator to avoid further embedding the mold into the paper. The following instructions apply only to inactive (dry and powdery) mold and materials that do NOT have artifactual value:<sup>2</sup>

- Remove mold residue outdoors rather than in an enclosed space whenever possible. Be sure to wear protective gear (see above). If you must work indoors, use a fume hood with a filter that traps mold or in front of a fan, with the fan blowing contaminated air out a window. Close off the room from other areas of the building (including blocking the air circulation vents).

- Vacuum the mold. Use a vacuum with a HEPA filter; this will contain the mold spores. A normal vacuum will simply exhaust the spores out into the air. You can also use a wet-dry commercial-strength vacuum if the tank is filled with a solution of a fungicide such as Lysol diluted according to the label instructions. A tube from the hose inlet should extend into the solution so that incoming spores are directed there.

- Do not vacuum fragile items directly, since the suction can easily cause damage. Papers can be vacuumed through a plastic screen held down with weights. A brush attachment covered with cheesecloth or screening should be used for books to guard against loss of detached pieces. Boxes can be vacuumed directly. When disposing of vacuum bags or filters, seal them in plastic trash bags and remove them from the building.

- It is also acceptable to clean off mold with a soft brush, but this must be done carefully. Once moldy material is dry and the residue appears powdery, take a soft, wide brush (such as a watercolor wash brush) and lightly brush the powdery mold off the surface of the item. This should be done outside or the mold should be brushed into a vacuum nozzle. Be careful not to rub the mold into the surface, since that will attach it permanently to paper fibers or the cover of a book.

8. **Dry and thoroughly clean the room(s) where the mold outbreak occurred.** You may do this yourself or hire a company to provide dehumidification and/or cleaning.

- Vacuum shelves and floors with a wet-dry vacuum filled with a fungicide solution such as Lysol, then wipe them down with Lysol or a similar solution. Allow them to dry fully before returning any materials. If a musty odor lingers in the room, open containers of baking soda may help.

- It is also a good idea to have the HVAC system components (heat-exchange coils, ductwork, etc.) cleaned and disinfected, particularly if you suspect they have caused the problem.

9. **Return materials to the affected area.** Do this **ONLY** after the area has been thoroughly cleaned AND the cause of the mold outbreak has been identified and dealt with.

10. **Continue to monitor conditions and take steps to avoid additional mold growth.**

- Take daily readings of temperature and relative humidity, and be sure that the climate is moderate. It is particularly important to keep humidity below 55% to insure that mold will not reappear. Temperature should not exceed 70°F.

- Check problem areas frequently to insure that there is no new mold growth. Be sure to examine the gutters of books near the endbands and inside the spines.

- Keep areas where collections are stored and used as clean as possible, since dust and dirt are a source of spores, both active and dormant. Clean floors with a HEPA filter vacuum rather than sweeping, since sweeping scatters dust. House collections in protective enclosures whenever possible to keep them free of dust. Vacuum shelves and the tops of unboxed, shelved books, or clean them with a magnetic wiping cloth.

- If funds permit, install a multi-stage particulate filtration system in the building or storage area.

- Keep windows closed to prevent active spores from entering, and prohibit live plants in collection storage or use areas, since these are also a source of spores.

- Quarantine new acquisitions for a few days, and check them carefully for signs of mold.

- Avoid storing collections in potentially damp areas or in locations where water accidents are possible. Insure that regular maintenance is carried out on the building to reduce the chance of water emergencies.

- Regularly inspect the HVAC system, which is a good breeding ground for mold. Regularly clean the heat exchange coils, drip pan, and ductwork. Change air filters frequently.

- Prepare a disaster plan. This will prevent some accidents and provide strategies for dealing quickly and effectively with problems. Be sure that all employees are familiar with the plan.

#### DEALING WITH A MAJOR MOLD OUTBREAK

If a large portion of the collection is affected by the mold outbreak, if dangerous species of mold are present, or if the HVAC system and the building itself are also infected with mold, outside assistance will be needed. Particularly in the latter cases, it is essential to make sure that the building is safe for occupancy by staff. There are a variety of companies experienced in working with cultural collections that can assist institutions with recovery.

Most of the disaster recovery companies that provide drying services will also clean surface mold off collections. Conservators or regional conservation centers provide treatment services for individual items with artifactual value.

There are also several disaster recovery companies that specialize in dehumidifying and cleaning of buildings. In the case of a severe infestation of mold and/or an infestation that poses serious health risks to staff, companies specializing in indoor air quality can help to insure that the building is safe for occupancy. In severe cases, fumigation of the affected area may be necessary. Due to the potential for damage, fumigants should not be used directly on or in the presence of collections unless there is no other choice. Fumigation should always be done by a licensed professional.

A list of service providers is given at the end of this leaflet. Be sure that the company you choose is familiar with the requirements of cultural collections. If you are not sure how to choose a service provider, always contact a conservator or preservation professional for advice.

#### SUMMARY

Spores, active or dormant, are ubiquitous. Although it is impossible to get rid of all the spores, mold growth can be controlled. Most important for mold control is maintaining RH conditions below 55%, or, better, below 45%. Use of protective enclosures, meticulous housekeeping, monitoring of RH and temperature, and a watchful eye are also important. If resources allow, high-level filtration of storage areas, if not of the whole building, is recommended. Protecting library and archival collections from water accidents should be among the highest priorities for any institution. Wet collections must be immediately dried or stabilized by freezing. Moldy materials must be isolated, dried if wet, then cleaned using the strictest precautions.

#### NOTES

<sup>1</sup> Hilary Kaplan. "Mold: A Follow-up." Available on-line at <http://palimpsest.stanford.edu/bytopic/mold>.

<sup>2</sup>For these and other cleaning suggestions, see Lois Olcott Price, *Managing a Mold Invasion: Guidelines for Disaster Response*. (Philadelphia, PA: Conservation Center for Art and Historic Artifacts, 1996). CCAHA Technical Series No. 1.

#### FURTHER READING

**Chamberlain, William R.** "A New Approach to Treating Fungus in Small Libraries." *Abbey Newsletter* 15.7 (November 1991): 109.

*A practical article describing the response to a mold outbreak and the preventive measures that were subsequently undertaken at the Virginia State Library. Available online at <http://palimpsest.stanford.edu/byorg/abbey/>.*

**"Mold As a Threat to Human Health."** *Abbey Newsletter* 18.6, (Oct 1994).

*A short article on mold as a workplace hazard for library and archival workers. Summarizes articles relevant to the subject and anecdotes from the field. Available online at <http://palimpsest.stanford.edu/byorg/abbey/>.*

**Nyberg, Sandra.** *Invasion of the Giant Spore*. SOLINET Preservation Program Leaflet Number 5 (Atlanta, GA: Southeastern Library Network, 1987), 19 pp.

*An updated version of this leaflet (emphasizing preventive activities and non-chemical treatments) is available from SOLINET on its web page at [http://www.solinet.net/preservation/leaflets/leaflets-fs.cfm?leafletpgname=leaflets\\_templ.cfm?doc\\_id=122](http://www.solinet.net/preservation/leaflets/leaflets-fs.cfm?leafletpgname=leaflets_templ.cfm?doc_id=122) or from Alicia Riley-Walden, Preservation Administrative Assistant, SOLINET Preservation Services, 1438 West Peachtree Street, NW, Suite 200, Atlanta, GA 30309-2955 (email: [alicia\\_riley-walden@solinet.net](mailto:alicia_riley-walden@solinet.net) or [ariley@solinet.net](mailto:ariley@solinet.net)). The older version of the leaflet gives a good summary of mold prevention and treatment, and also presents detailed information on various chemical treatment methods that in most cases would no longer be recommended.*

**Price, Lois Olcott.** *Managing a Mold Invasion: Guidelines for Disaster Response*. Philadelphia, PA: Conservation Center for Art and Historic Artifacts, 1996. CCAHA Technical Series No. 1.

*An excellent summary of response and recovery techniques. Includes a good bibliography that cites articles*

*on the effects of fumigation on collections. Available from CCAHA, 264 South 23rd Street, Philadelphia, PA, 19103; (215) 545-0613, FAX (215) 735-9313, or email CCAHA@shrsys.hslc.org.*

#### SOURCES OF SUPPLIES AND SERVICES

This list is not exhaustive, nor does it constitute an endorsement of the suppliers and services listed. We suggest that you obtain information from a number of vendors so that you can make comparisons of cost and assess the full range of available products and services.

A more complete list of suppliers is available from NEDCC. Consult the Technical Leaflets section of NEDCC's website at [www.nedcc.org](http://www.nedcc.org) or contact NEDCC for the most up-to-date version in print.

Sigma-Aldrich Corporation  
1001 West St. Paul Avenue  
Milwaukee, WI 53233  
Toll Free: (800) 558-9160 (within USA)  
Telephone: (414) 273-3850  
Toll Free Fax: (800) 962-9591 (within USA)  
Fax: (414) 273-4979  
[http://www.sigmaaldrich.com/Brands/Fine\\_Chemicals.html](http://www.sigmaaldrich.com/Brands/Fine_Chemicals.html)

#### **Respirators**

American Freeze-Dry, Inc.  
39 Lindsey Avenue  
Runnemede, NJ 08078  
Telephone: (856) 546-0777  
Contact: John M. Zioance  
Hours: 9:00 a.m. - 5:00 p.m. M-F  
**Vacuum freeze drying, cleaning of collections**

BMS Catastrophe  
303 Arthur Street  
Fort Worth, TX 76107  
Toll Free: (800) 433-2940  
Telephone: (817) 332-2770  
Fax: (817) 332-6728  
<http://www.bmscat.com>  
**Vacuum freeze drying, cleaning of collections, cleaning of interiors**

Disaster Recovery Services, Inc.  
2425 Blue Smoke Court South  
Fort Worth, TX 76105  
Toll Free: (800) 856-3333  
Telephone: (817) 535-6793  
Fax: (817) 536-1167  
**Vacuum freeze drying, cleaning of collections, dehumidification**

Document Reprocessors  
5611 Water Street  
Middlesex, NY 14507  
Telephone: (888) 437-9464  
Telephone: (716) 554-4500  
Fax: (716) 554-4114  
<http://www.documentreprocessors.com>  
**Vacuum freeze drying, cleaning of collections**

EnviroCenter

<http://envirocenter.com>

**A web resource specializing in the indoor environment and indoor air quality. Provides a list of companies that specialize in indoor air quality products and services.**

Ethylene Oxide Sterilization Association

1815 H Street NW, Suite 500

Washington, DC 20006

Telephone: (202) 296-6300

Fax: (202) 775-5929

E-mail: [info@eosa.org](mailto:info@eosa.org)

<http://www.eosa.org>

**An industry trade group established by parties with an interest in ethylene oxide sterilization. A place to start if a company specializing in ETO fumigation is needed.**

Lab Safety Supply

P.O. Box 1368

Janesville, WI 53547-1368

Toll Free: (800) 356-0783

Fax: (800) 543-9910

<http://www.labsafety.com>

**Respirators, HEPA filter vacuums**

Munters Moisture Control Services

79 Monroe Street

Amesbury, MA 01913

Toll-Free: (800) 686-8377 (24-hr.)

Telephone: (978) 388-4900

Fax: (978) 241-1215

Contact: James Gilbert

<http://www.muntersmcs.com>

**Dehumidification, cleaning of interiors**

Nilfisk-Advance of America

300 Technology Drive

Malvern, PA 19355

Toll Free: (800) NILFISK or

Toll Free: (800) 645-3475

<http://www.pa.nilfisk-advance.com>

**HEPA filter vacuums**

2/99

Last updated: 3/05/03

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## 5.7 EMERGENCY TRAINING FOR “AFTER-HOURS” STUDENT ASSISTANTS

Student Assistants in Security, Circulation and other locations may be relatively unsupervised over the weekends, evenings or vacations. It is important that **all** student assistants, especially those working outside normal working hours, be very familiar with the *Emergency Quick Reference*, evacuation routes, and the first steps to take in an emergency. They should participate in extra training as it becomes available.

### Procedures:

- **If the building is evacuated (alarm) leave as soon as possible and do not re-enter the building unless OK'd by security.**

If there is an emergency which *does not* involve immediate evacuation:

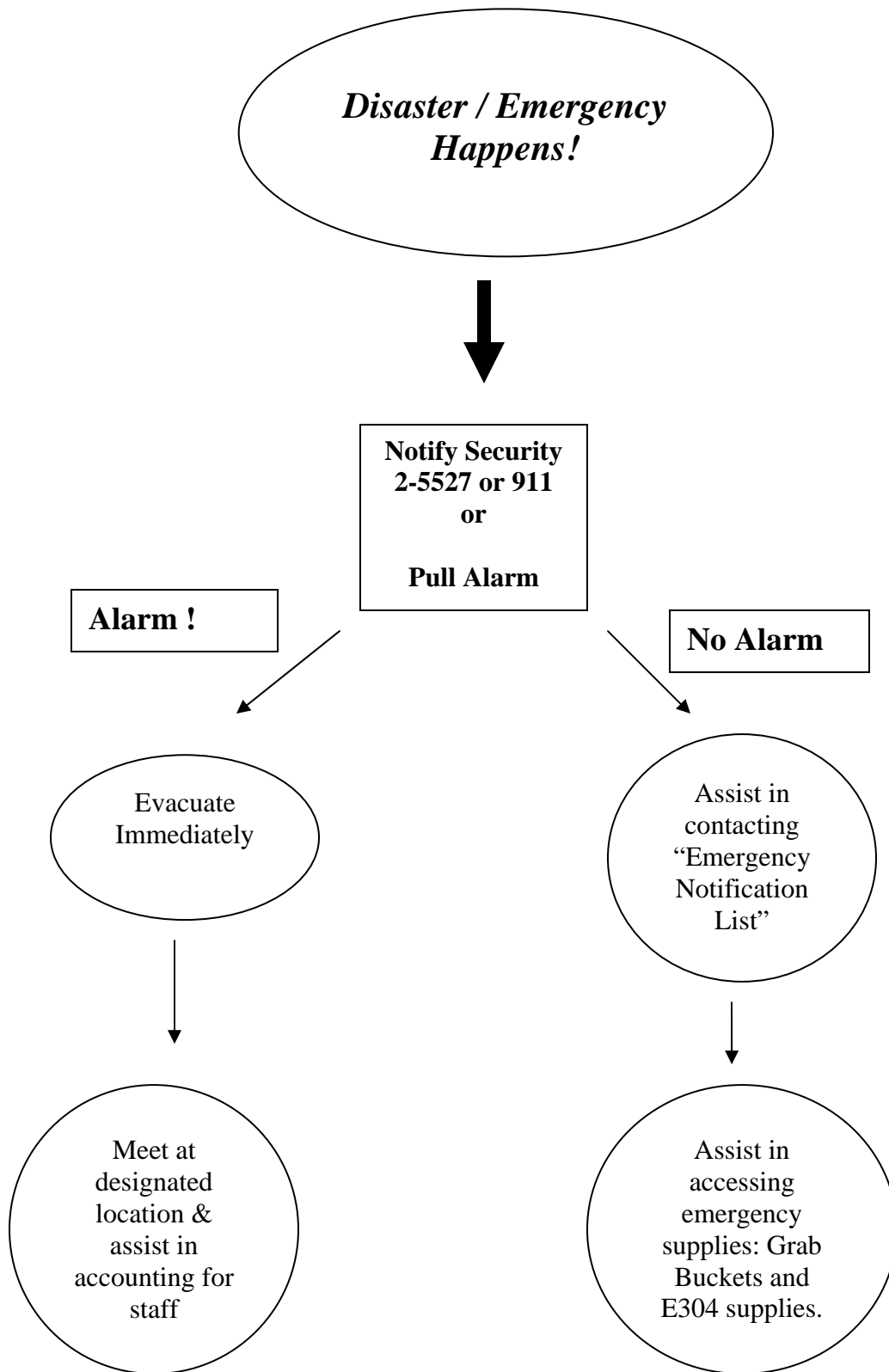
1. **Notify security.**
2. **Begin calling “Emergency Notification” list in *Emergency Quick Reference* located: \_\_\_\_\_**
3. **If practical, begin to make emergency supplies available close to the source of the emergency (say broken pipe or sprinkler).**  
Emergency supplies include:  
Grab Bucket(s) located: \_\_\_\_\_  
Supplies in Rm E304 (Norlin)

### Emergency Supplies in Norlin room E304:

From Circulation’s Front desk, go up the main south-east stairs to the third floor. Turn left to go toward Government Documents Reference, but take the first hallway on the left and E-304 is immediately there on your left. Security, maintenance personnel, Systems staff, and many staff members have a master key and can access this room.

Nearby staff with master key: \_\_\_\_\_

Once inside, you will see an unlocked “cage” marked “Libraries Emergency Supplies.” Rolls of plastic, freezer paper, buckets and mops, paper toweling etc. and emergency procedures are located in this room. Making these supplies readily accessible in the event of an emergency that does not require evacuation is very important. However, once materials are available, **do not take action without direction** from someone on “Emergency Notification List” (*Emergency Quick Reference*).



## 5.8 USE OF VOLUNTEERS

### Procedural Guideline Checklist (from UC Risk Management 02/2005)

- ❑ Have written documentation that the volunteer has been authorized to serve as a volunteer for the University of Colorado.
- ❑ Prepare a written description of the responsibilities and authority of the volunteer, and designate a responsible University employee to supervise the volunteer.
- ❑ Appropriately screen and background check prospective volunteers, especially those who will be working with vulnerable populations, such as the elderly or children. Use an official release form granting permission for back-ground checking.
- ❑ Ensure that the volunteer has received training in the activities to be performed.
- ❑ Have the volunteer sign a release of liability.
- ❑ Check the age of the volunteer to make sure that he/she is not too young to be assigned certain hazardous activities under FLSA laws pertaining to hazardous work by minors.
- ❑ Check whether any kind of reward is being furnished to the volunteer that might be viewed as compensation (other than nominal payments, expense reimbursement, and such.) If so review whether the person might be properly viewed as an “employee” for purposes of the FLSA and WC laws.
- ❑ If the volunteer will be driving, ensure they have a valid driver’s license. Contact Risk Management and the Department of Transportation for specific guidelines for insurance requirements, driver training requirements, etc.
- ❑ If the volunteer is also an employee of the University, investigate minimum wage/overtime compensation issues that could arise under the FLSA. Contact the University’s Office of Labor Relations for information and assistance.
- ❑ All off-campus activities shall be conducted under the supervision of a University employee or designee.

## Volunteer General Informed Consent and Release Form

RE: \_\_\_\_\_  
(name of event)

I, the undersigned, recognize that participation in the referenced activity is strictly voluntary and that such participation does not in any manner establish an employer-employee or an agency relationship with the Sponsor or the University of Colorado.

I, the undersigned, and in the event the undersigned is under 18 years of age, the undersigned's parents or guardians; in consideration of the request and permission to participate in the referenced activity hereby assume full responsibility for all risk of injury or loss which may result from my participation in the activity and hereby agree to hold harmless, release and forever discharge the Sponsor and the Regents of the University of Colorado, their officers, agents, and employees from any and all claims and demands whatsoever which the undersigned or any representative of the undersigned, may have by reason of any accident, illness, injury to or death of nay person or persons, or damage to or loss or destruction of any property arising or resulting directly or indirectly from participation in the aforementioned and occurring during said participation or any time subsequent thereto, save and except that the above provisions shall not be applicable to injury to or death of person, or damage to or loss of property arising out of the negligent or intentional acts of the Sponsor or the Regents of the University of Colorado. The terms of this release will serve as a release and assumption of risk for my heirs, executors and administrators for all of my family members.

I agree and acknowledge that some activities may be of a hazardous nature and /or include physical and/or strenuous exercise or activity and, understanding this, I state that to the best of my knowledge I have no medical, physical or mental health conditions which would hinder or prevent my active participation in the referenced activity.

PLEASE NOTE: It is strongly recommended that each participant maintain some type of accident medical insurance for his/her own protection.

\_\_\_\_\_  
Signature of Participant / Date

\_\_\_\_\_  
Father/Guardian Signature / Date

\_\_\_\_\_  
Mother/Guardian Signature / Date

\_\_\_\_\_  
Witness Signature / Date

**SECTION 6: PLANNING: BACKGROUND AND MANAGEMENT  
OF PLAN**

## 6.1 EMOG EMERGENCY RESPONSE PACKET

University of Colorado at Boulder Emergency Management  
Operations Group

### Contents:

<b>Incident Management Checklist.....</b>	<b>1</b>
<b>Site Sketch.....</b>	<b>2</b>
<b>ICS Structure Diagram .....</b>	<b>3</b>
<b>Summary of Events/Log.....</b>	<b>4, 5</b>
<b>Resources Summary .....</b>	<b>6</b>
<b>Notifications and Contacts .....</b>	<b>7</b>

[Note: EMOG/FEMA relevant Footers have been stripped from next 7 pages for Libraries Emergency plan printing. CS]

9/2001  
revised: 4/05

EMOG Emergency Response Packet  
Page 1 of 8

ppd: TJC

# UNIVERSITY OF COLORADO AT BOULDER

## INCIDENT MANAGEMENT CHECKLIST

This checklist is designed for use by an Incident Commander or Operations Section Chief. While a responder should not take these actions without conferring with the IC or Ops Chief, this list can serve to remind all responders of critical actions an IC should direct at an incident.

### DESIGNATE CHAIR OF COMMAND

- Identify Incident Commander.
- Identify other critical required ICS positions.

### ASSESS SITUATION

- Determine additional required responders.
- Identify required technical personnel.

### NOTIFY/ALERT APPROPRIATE PERSONNEL/AGENCIES

- Mode 1 (CU handles): Group page through 2-6025 and Director of EH&S.
- Mode 2 (outside assist): Group page, Dir of EH&S, Dir of Public Safety and EMOG. (UCPD Communications activates EMOG and University EOC.)
- Mode 3 (City/County in charge): Boulder, OEM, Policy Group.
- Mode 4 (State/Fed in charge): State agencies and/or Federal agencies. (EMOG / Policy Group / Boulder OEM notify state or federal agencies.)

### ESTABLISH INCIDENT COMMAND POST and AREA CONTROL

- Incident Command Post on site or displace? Notify UCPD Dispatch of location.
- Establish traffic control, site security, staging areas.
- Contact responding agencies on scene and confirm ICS structure.

### PRIORITIZE TASKS/ASSIGNMENTS

- Safety first. If no Safety Officer assigned it is IC's responsibility.
- Minimize damage/exposure
- Keep UCPD Dispatch/EOC informed of status

### DEMOBILIZE

- Upon completion of incident contact all notified to respond; cancel additional assets.
- Notify Director of EH&S.
- Conduct initial debriefing at scene; schedule final debriefing.
- Clear with UCPD Dispatch before departing scene.

# SITE SKETCH UNIVERSITY OF COLORADO AT BOULDER

INCIDENT NAME	DATE & TIME OF INCIDENT	PREPARED BY	DATE / TIME

## INCIDENT SITE SKETCH

Form mirrors ICS-201 Page 1  
Command

Sketch of site to include Incident  
Post location, staging area, control points,  
closest major intersection.

## NOTES

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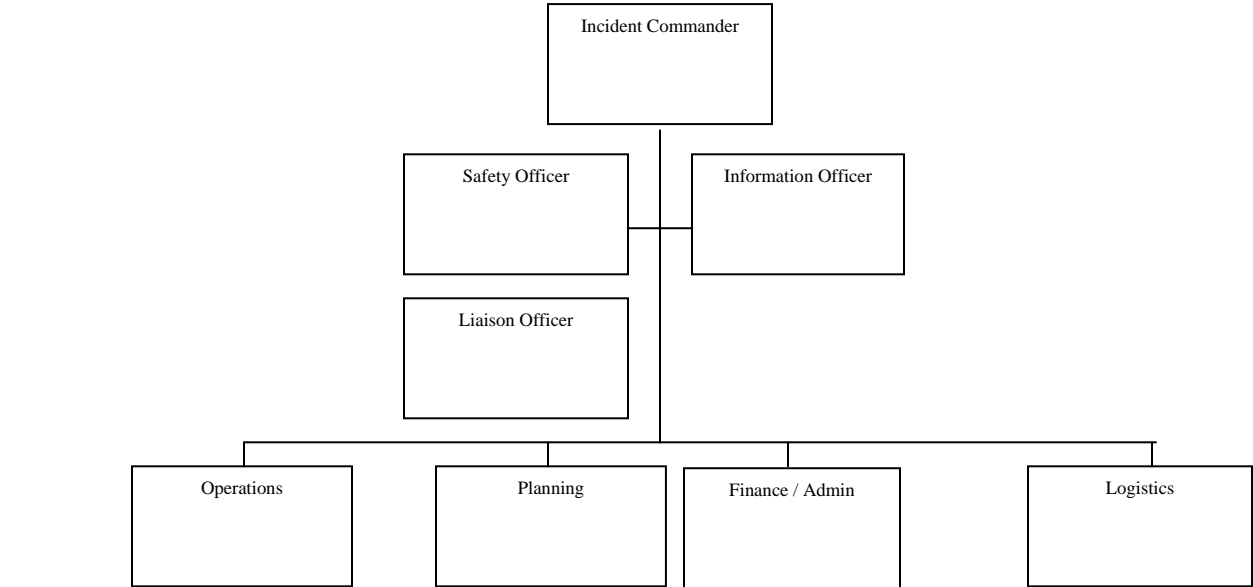


**UNIVERSITY OF COLORADO AT BOULDER**

INCIDENT NAME	DATE & TIME OF INCIDENT	PREPARED BY	DATE / TIME
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Form mirrors ICS-201 Page 3

Fill in ICS positions as required.



**NOTES**

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**UNIVERSITY OF COLORADO AT BOULDER**

INCIDENT NAME	DATE & TIME OF INCIDENT	PREPARED BY	DATE / TIME

Form mirrors ICS-201 Page 2

**RESOURCES SUMMARY**

RESOURCES / ASSETS ORDERED	ETA	ON SCENE	LOCATION / ASSIGNMENT	CLEAR SCENE



# Notifications and Contacts

<b>CU Police Dispatch (24 hours.....</b>	<b>911 or (303) 492-6666</b>
<b>Facilities Management Service Desk .....</b>	<b>(303) 492-5522</b>
<b>CU Office of News Services .....</b>	<b>(303) 492-3115</b>
<b>CU Campus Closures Line .....</b>	<b>(303) 492-5500</b>
<b>UCB Chancellor.....</b>	<b>(303) 492-8908</b>
<b>Vice Chancellor for Administration and Finance.....</b>	<b>(303) 492-7523</b>
<b>Wardenburg Health Services .....</b>	<b>(303) 492-5101</b>
<b>University Risk Management.....</b>	<b>(303) 492-8327</b>
<b>Boulder Community Hospital (emergencies) .....</b>	<b>(303) 440-2037</b>
<b>Boulder Fire Department .....</b>	<b>911 or (303) 441-3350</b>
<b>Boulder County Emergency Number (when phone lines are down).....</b>	<b>(303) 441-3347</b>
<b>Boulder County Health Department .....</b>	<b>(303) 441-1100</b>
<b>24-hour hazmat incidents .....</b>	<b>(303) 441-4444</b>
<b>Xcel Energy of Colorado.....</b>	<b>(303) 623-1234</b>
<b>Rocky Mountain Poison Center .....</b>	<b>(303) 629-1123</b>
<b>National Poison Center .....</b>	<b>(800) 222-1222</b>

## 6.2 INVENTORY OF EMERGENCY PLANS

Plan Number	Person/ Department/Affiliation	Ret'd Loan Agree.	On/Off campus Location	Building/Rm.# or Address	Comments
#12	<b>Anthes, Susan</b> Public Services Cabinet				
	<b>Bruning, John</b> Facilities Management, Dir. Of Operations EMOG				Reviewed and returned copy. 11/2004 Bechard has kept copy of updated Libraries Emergency contact list
#13	<b>Culshaw, John</b> Systems		On Campus	Systems Office	
#14	<b>Dane, Sylvia</b> Emergency Health and Safety, Emergency Planning Chair of EMOG		On Campus	Kept in Office, Environmental Health and Safety Building (EHS).	
#9	<b>Davidson, Dan</b> Admin/Mail Room Asst.Proctor Emergency Com.		On Campus	Supply Room	
#4	<b>Hays, David</b> Archives Unique Collection		On Campus	Archives front office	
#11	<b>Hill, Janet Swan</b> Technical Services, Assoc.Dir. Cabinet	X	On Campus, in Lib.	Norlin M108	
#2	<b>Hollis, Deborah</b> Special Collections Unique Collection				
#10	<b>Holzer, Cathie</b> Admin.Asst.Proctor Emergency com.				
#3	<b>Leiker, Lynnette</b> Circulation Emergency Com.	X	On Campus, in Lib.	Norlin E123	

Plan Number	Person/ Department/Affiliation	Ret'd Loan Agree.	On/Off campus or home, Location	Building/Rm.# or Address	Comments
#15	<b>Longfellow, Gary</b> University Risk Management, EMOG			Risk Management Office	
#7	<b>Morris, Pat</b> Preservation Dept. Head Emergency Com. Chair	X	On/Off	In car trunk or office	
#8	<b>Seaman, Scott</b> Proctor, Admin services Cabinet/Emergency Com.				
#6	<b>Stewart, Carl</b> Preservation Emergency Com.	X	On	Norlin M150	Hard copy to update, use as directory.
#17	<b>Stewart, Carl</b> Preservation Emergency Com (home)	X	Off	2530 5 <sup>th</sup> St. Boulder	
#5	<b>Volpe, Cassandra</b> Music/AMRC Emergency Com				
#3a	<b>Waukau, Hilary</b> Security Emergency Com		On campus	Security office	
#1	<b>Williams, Jim</b> Dean Cabinet				

**On line/electronic copy:**

Master maintained by Preservation Department in Shared files (daily backup)

**Pat Morris**, Preservation Department, Personal Digital Assistant

**Carl Stewart**, Maintains electronic backup at home

**Web version:** To be on Web with links from Administrative Services/Internal Information and Preservation homepages. Sensitive contact information and priorities; and information that could interfere with chain of command will have Administrative access available by password.



## **6.3 INTRODUCTION TO LIBRARIES PLANNING**

### **Vision for CU Libraries Emergency planning:**

To make emergency awareness and continued emergency planning part of culture of the University Libraries.

### **Scope of this document:**

An Emergency Plan for both small emergencies and major disasters for all locations of the University Libraries' collections. This mitigates disasters and the risk of hazards and anticipates emergency response. Emergency planning for staff and patrons personal safety and security in the event of an emergency is outside the scope of this document.

### **Goals of the written plan:**

1. To help preserve the Libraries' collections in the event of emergency or disaster.
2. To be practical—a document that is kept up to date, practiced and used.
3. To support and interface with CU Boulder Campus Emergency.

## 6.4 UNIVERSITY LIBRARIES EMERGENCY COMMITTEE

The Emergency Committee began meeting March 8, 2004.

### **Charge:**

The Committee helps make emergency planning and preparedness part of the Libraries' culture.

The Preservation Department has primary responsibility for drafting the planning documents and for emergency response. The Committee reviews these documents, monitors planning progress, and advises the Preservation Department, the Cabinet and Council on these documents. The Committee reports on the Libraries emergency preparedness on an annual basis or as needed.

The committee oversees emergency preparedness planning for the Libraries' collections. It acknowledges that the Libraries' emergency planning document supplements the Campus and University emergency response planning effort, which concentrates on saving lives and business recovery. The protection and recovery of the Libraries' collections require special preparation.

Key elements of emergency planning that must be reviewed by the committee will include:

- Establishing emergency spending authority.
- Sponsoring faculty and staff training programs for emergency preparedness and response.
- Review the Libraries' response to any emergency incidents that occur and make recommendations for amendments to the planning documents or procedures.
- Coordination of its emergency planning with that of the Campus and University planning efforts.

### Members:

Pat Morris, Preservation Department Faculty Director, Chair

Dan Davidson, Administrative Services, Asst. Building Proctor

Cathie Holzer, Administrative Services, Asst. Building Proctor

Lynnette Leiker, Reference

Scott Seaman, Associate Director for Administrative Services, Building Proctor

Carl Stewart, Preservation Department

Cassandra Volpe, Music, American Music Research Center

Hilary Waukau, Administrative Services, Norlin Security

Curt Williams, Circulation (9/2005- )

Liaison with:

Libraries Cabinet  
Libraries Systems Office  
Libraries Public Information Office  
Libraries Council, Department Heads  
Bibliographers  
Facilities Management  
Emergency Management Operations Group (EMOG)  
University Risk Management

**Accomplishments of the Committee:**

This committee has met regularly every month and in the first year:

- Reviewed and revised a DRAFT plan presented by the Preservation Department, greatly improving its organization and content.
- Reviewed, revised, produced and distributed a new version of the University Libraries *Emergency Handbook*, now called the *Emergency Quick Reference*. This was done in consultation with CUPD (Arai), Norlin Security, CU Emergency Management (Dane) and University Risk Management. It is now up-to-date, less expensive to reproduce, and more distinctive so that it will not be misplaced. Second version distributed 11/2005.
- Consulted with Facilities Management (John Bruning) to better understand their services and improve methods for quick response to emergencies: 55 gal. wet/dry vac; access to Minivan at Stadium etc.
- Consulted with Risk Management (Longfellow and Lindsey) and Facilities Management to determine process and constraints on spending authority in the event of an emergency. Risk Management provided guidelines and forms to engage volunteers (see procedures).
- Implemented a program to distribute small caches of emergency supplies around the libraries (Grab-Bucket program) and increased the supplies and organization of E304 the Norlin Emergency Supply closet.
- Began the process to establish relationships with more outside vendors in case an emergency arises.
- Reviewed emergencies that have occurred recently and analyzed our response.
- Attended EMOG meetings and training regularly.
- Three Committee members CERT certified.

- Plan was approved by Cabinet in November 2004.
- Abridged plan prepared for Web.
- Three Committee members, a Special Collections staff member and staff from CU-Museum attended AMIGOS/BCR emergency salvage workshop 10/2005.
- Emergency Grab Bucket program shown as Poster Session at Mountain Plains Library Association Conference (10/2005) and Colorado Library Association Conference (11/2005). Emergency Quick Reference distributed as handout.

### **Next steps in Emergency Planning:**

- While this plan begins to address the whole Libraries, including Branches, the plan is still somewhat incomplete for Branches. Salvage priorities, maps, risk assessment and any special considerations for individual branches needs to be included.
- This plan emphasizes salvage of books. Other media including the recovery of digital data still needs to be included in the plan.
- Training: The most common question from Libraries personnel is “Will we receive training at the procedures included in this plan?” A training program needs to be established. First steps that have been suggested:
  - While many departments have had some training through the grab-bucket presentations, some employees have not been able to attend and some departments do not have Grab buckets. A short presentation of Grab buckets for remaining staff could be offered.
  - When plan is on Web, present the plan to Council.
- The Plan could be improved with more graphics for instance decision tree diagrams that anticipate the decision making.
- Process of accomplishing activities outlined in “Plan to keep plan up-to-date” is yet to be accomplished.
- While the list of disaster resources compiled by the Colorado Preservation Alliance (CPA) is presumed to be accurate, the CPA has now disbanded and these should be reviewed by the Libraries with our particular needs in mind, and local resources (Boulder area) need to be evaluated as a back-up suppliers in the event campus supplies need supplementing or lack resources. Cooperative system of maintaining an “Emergency Supplies and Services” needs to be explored via SRMA or CARL Alliance.
- More detailed plans of the stacks could greatly enhance recovery. Also, a system should be established to mark sections of stacks that have high priority parts of the collection.
- Plan could present scenarios: say, 1,000 books get wet, elevator is unavailable, What resources would be needed, where would staging be set up etc. etc.
- Identify potential temporary Operational Headquarters for the libraries in the event of an emergency.

- AMIGOS/BCR recommends that walk through of collection be done with Fire Department so that they are aware of most valuable assets and building issues.
- The addition of an Emergency Communication or a Crisis Communication Plan (Fink) has been suggested.

### **Past Emergency planning at Libraries:**

The last emergency or disaster plan for the University of Colorado Libraries was completed in 1991. Much of that document was simply typed and none of it was still available in electronic form. Priorities for salvage from this old plan have been re-entered and distributed to department heads and bibliographers as was useful

The Libraries has been consistent in keeping up-to-date the *Emergency Quick-Reference* (formerly called *Emergency Handbook*) located in the front of this document. This *Quick-Reference* contains the Libraries Emergency Notification List (people to contact), the first actions that should be taken in case of different types of emergencies, and phone numbers of emergency services. It is to be kept at each telephone around the library and is the basic document used whenever there has been an emergency. This has been updated every two or three years as staff changes and protocol changes warranted. It is currently not available online, but this is being considered. It is problematic to include staff home phone numbers on a public web page.

While no formal Emergency Plan has been written over the past decade, Preservation Department staff have had updated training and experience in emergency planning and response. Over the past ten years, the Libraries has sent Preservation staff to several emergency and disaster workshops sponsored by the Bibliographic Center for Research (BCR) and AMIGOS, the Colorado Preservation Alliance (CPA) and the CoALL Legal Institute. Several Department Staff members volunteered in salvage efforts when there was a disaster at Colorado State University in Ft. Collins in 1997. Attempts at obtaining in-house hand-on emergency training by BCR, the local OCLC affiliate that has sponsored AMIGOS workshops, to broaden emergency response beyond the Preservation Department have been unsuccessful.

The time seems right to undertake serious emergency planning in the Libraries again. The CU Boulder Campus has engaged all Campus Departments in Emergency planning, a Preservation Department Head, Pat Morris, was hired. Carl Stewart attended the Preservation Management Institute (PMI) in Rutgers New Jersey, funded by a grant from the National Endowment for the Humanities. One assignment in that course, writing an emergency plan, forms the basis for the current plan. Finally, emergency planning was designated as a priority initiative of the Libraries Strategic plan (2002):

From the Strategic Plan:

“...**Initiative:** Plan for the protection of facilities, collections, and people to enable effective responses to routine "threats" as well as to emergencies and disasters.

**Strategy:** Update the Libraries' disaster plan.....”

## **6.5 INFORMAL RISK ASSESSMENT FOR NORLIN BUILDING**

*(Admin view only)*

A risk assessment has been completed for Norlin Building.



## 6.6 SELECTED INCIDENTS OF LIBRARIES PRESERVATION PROBLEMS AND EMERGENCIES

Updated January 2004

\* = Norlin Stacks Emergencies

Date (yrmoday)	Type	Description	Location	Damage	Actions taken
<b>Past four years:</b>					
040106	Ice	Frozen Condensation	Sci, 2nd floor SW	None	Reported
031201	dryness	*Norlin recommissioning	library wide	?	reported and monitored
030930	water	Leak in Engineering	Eng Basement	Wet carpet	Fan and facman
0308	Water	Leak in Engineering	Eng Basement	Wet carpet	Fan and facman
020916	Smoke	*Fire in trashcan	Nor stairwell	Nothing specific	Fire alarm
020927	Water	Leak from Lab sink	MPH Stacks	190 books	Responded then installed water alerts
020722	Dust	*Construction	TS NUC room	None	Plastic provided to cover books
020707-020721	Heat	*HVAC breakdown	Norst 3A and 3C	3 weeks	Monitored/followed up
020722	Food	Food Stored in Stacks	Gov Docs Stacks	Nothing specific	Reported
020314	Water	Leak from Lab sink	MPH Stacks		
020306	Insect	Silverfish	M150 TS-Book repair	Nothing specific	Traps
020306	Sewage	Leaking pipe	Media workroom	Nothing specific	Moved materials, provided plastic
020305	Insect	Silverfish	M150 TS-Sercat & TS office	Nothing specific	Reported traps
020228	Insect	Silverfish	M150 TS and Restroom	Nothing specific	Reported traps
011601	Humidity	*Humid, fishy smelling air	Norst, SPC	Nothing specific	Report made
011029	Water	Leak from HVAC valve	Gov docs office	100 MF wet	MF are dried
011016	Dust	Demo work	Nor old map	None	Inspection
010820	Heat	*HVAC breakdown days	Norlin throughout	Nothing specific	Reported
010530	Mold	New Acquired ASN books	East Asian, TS Acq	100 vols	books isolated and removed
010516	Dust	Dust because of demo	Norbase	Many books dusty	Report and monitoring
010410	Smoke	Burnt out fan motor	Nor old map	Nothing specific	Fire alarm
010406	Insect	Silverfish	NORM150 Sercat	Nothing specific	Reported traps
010205	Water	Leaky pipe during repair	Mus Special Col	2 books	Reported, air dried
001208	Humidity	*Smelly wet air	Permm 3A	Nothing specific	Reported
000724	Water	Leak from Lab sink	MPH Stacks	100 books wet	Air Dried
000626	Water	Leak in Roof	Temp Offsite facility		System created to divert, repaired
000525	Water	Leak in roof	Temp Offsite facility		Reported



Date (yrmoday)	Type	Description	Location	Damage	Actions taken
000518	Water	Leak in roof	Temp Offsite facility	4 journals lost, hundreds air dried	Reported, air dried
990811	Water	Leak in Roof	Temp Offsite facility	damp books?	Reported
990500	Water	*Leak in Roof	Norst 3C, Norbase		

**Previous significant events:**

ca 1990	Mold	Serious Mold outbreak	Reference Stacks	100's books	Air and sun dried
ca 1991	Water	Cooling tower flooded	SPC and Art Blue room	100's books	Books frozen and Wei To dried
ca1995	Water	Fire suppression pipe damaged during construction	Archives	100 of documents	Air Dried
1990-99	Water	*Leak in roof (numerous)	Norlin 3C and other	Dozens of Books wet	Air, fan drying

## 6.7 PRACTICING AND UPDATING THE PLAN

### Monthly:

- As necessary, meet with Emergency Committee to assess progress of planning, update plans, review response to emergencies.
- EMOG meeting (Carl and/or Hilary, Dan or Cathie) third Wednesday of month.

### Bi Monthly:

- Inventory E304—Emergency Supply Closet

### Rotating throughout year, monthly task for Preservation:

1. Update Emergency Procedures (January)
2. Inventory and update Grab-buckets (February)
3. Update and check locations of hard copies of plan—especially Deans, Admin Services, Systems, TS and PS copies (March)
4. Request updates to Bibliographer Salvage priorities and update (May)
5. Update “Planning” section of plan. (June)
6. Update Facilities Management contacts and Supplies (August)
7. Review *Emergency Quick Reference* for needed updates and adequate copies. (September)
8. Update Branch information (proctors, etc)
9. Update Local/Metro/State Emergency Suppliers (November)
10. Do Libraries training of some aspect of Emergency recovery (December, May, or August intersessions?)
11. Sponsor some scenario, desk-top exercise or practice of the Emergency Plan.

### Proposal:

One strategy that might be employed to make emergency planning and awareness become a continuous part of the Libraries’ culture, would be to place an emergency planning item on the agenda for each Council meeting. These are generally held every two months. In addition to any emergency plan, policy or procedure updates a rotating

list of items could be cycled through in the course of a year's council meetings. The inclusion of this item in Council minutes would hopefully mean that in the course of time all Libraries Faculty, staff, and student workers would be acquainted and reminded of emergency procedures.

Possible Council Agenda items that would cycle every year's Council meetings:

1. Departments should review location of *Emergency Quick Reference* copies in the Department, review procedures and meeting spot in the event of an evacuation.
2. (September) All Student Supervisors should review Department's *Emergency Quick Reference*, evacuation plans and meeting spot in case of an evacuation with their student employees.
3. Review evacuation plans for different locations in department including emergency exits and procedure for wheel-chair-bound and/or special-needs staff or patrons.
4. Each Department should review their department's Emergency Plan.
5. Each Department should review and Update Department Business Recovery Plan.

## **6.8 EMERGENCY PLANNING AT THE UNIVERSITY OF COLORADO--BOULDER**

Over the past few years, the Emergency Management Division of the Environmental Health and Safety Department on campus has requested that all departments of the University complete “Business Continuity and Recovery Plan.” The Libraries Council had a presentation from Tom Carney, the head of Emergency Management about this process. All libraries departments were to complete Excel templates for “Business Continuity” completed. This effort assumes a disaster that shuts down operations for one month and focuses on critical functions of each department, business continuity and recovery.

“Business continuity plans focus on continuing critical functions through an incident, while business recovery plans focus on re-establishing complete services and functions following a major incident and recovering extraordinary costs caused by the event.”

Recently, a new software package has been provided by Risk Management to the campus that will require reformatting these plans.

Sylvia Dane, taking over for Tom Carney, now heads CU Emergency Management and chairs EMOG, the campus Emergency Management Operations Group. EMOG is a group with representatives from all the major campus entities (Housing, Police, Fire, UMC etc.). It meets once a month to discuss emergency information (past incidents, changes in procedure, grants) and conduct training. The Libraries Preservation Department currently sends someone to attend these meetings for the Libraries. Libraires Norlin Building proctors and Security are also invited to Emog meetings.

The CU Campus Emergency Management, Business Recovery Umbrella Plan can be found at:

<http://ehs.colorado.edu/embr/>

Basic structures for emergency planning and response, spending authority and decision making are defined in this plan. Selected portions of this plan are included in the following pages.

## **University Emergency Management Structure**

To manage emergency incidents the University of Colorado at Boulder utilizes a tiered structure involving a **Policy Group** and an **Emergency Management Operations Group**. The **Policy Group** is formed around the Chancellor's Executive Committee, serves as an advisory board for the Chancellor and provides strategic guidance during incidents. The **Emergency Management Operations Group (EMOG)** oversees operational emergency response and special event management.

The purpose of the Policy Group is to provide strategic direction to any incident that impacts upon the ability of the University to perform its critical business functions. The Vice Chancellor for Administration will act as chair of the Policy Group and convene the group as necessary to review readiness, provide guidance to the Emergency Management Operations Group, or provide advice to the Chancellor during an emergency or large-scale event.

The **Policy Group** consists of the following personnel:

- Chancellor
- Executive Assistant to the Chancellor & Chief of Staff
- Provost & Executive Vice Chancellor for Academic Affairs
- Senior Vice Chancellor & Chief Financial Officer
- Vice Chancellor for Student Affairs
- Vice Chancellor for Administration (chair)
- Vice Chancellor for Research
- University Counsel
- Executive Director for University Communications
- Associate Vice Chancellor for Academic and Campus Technology

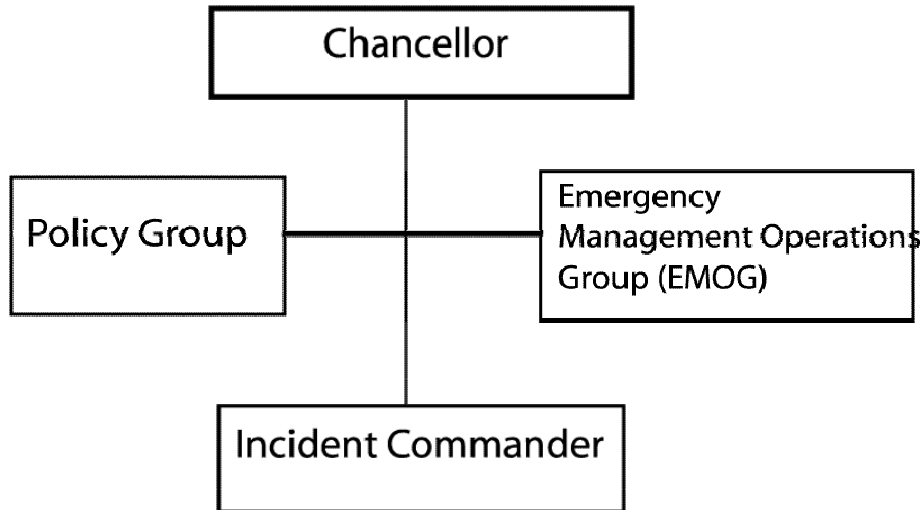
The **Emergency Management Operations Group (EMOG)** is drawn from organizations involved directly in managing emergencies or large scale events and includes representatives from the following agencies:

Athletics	Provost and Executive Vice Chancellor for Academic Affairs
Boulder Fire Department	Public Safety
Boulder Office of Emergency Management	Recreation Services
Facilities Management	Red Cross
Financial and Business Services	University Libraries
Graduate School / Vice Chancellor for Research	University Memorial Center
Housing & Family Housing	Vice Chancellor for Research
Information Technology Services / Telecom	Wardenburg Health Center
Natural Hazards Center	
News Services	

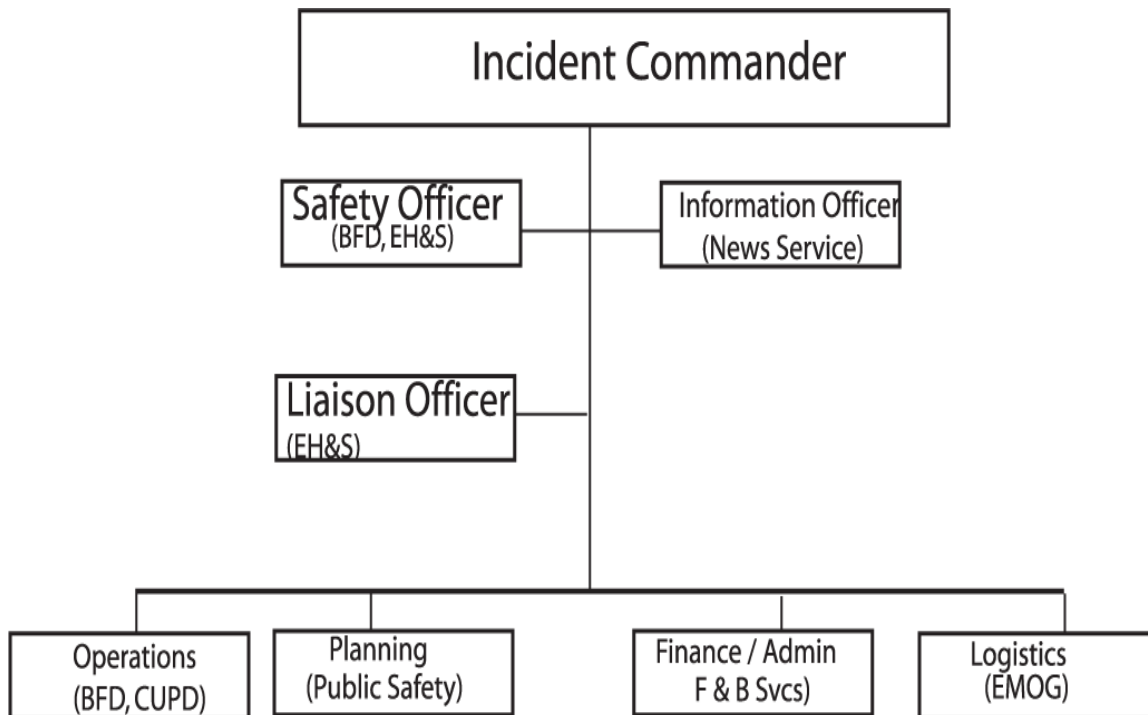
## **Incident Command System (ICS) Structure**

During an emergency or large scale event, the University will utilize the Incident Command System (ICS) to control and manage operations. This system utilizes the principles of management by objective and is recognized and utilized by public safety services of the surrounding communities and by the State Office of Emergency

Management. A nationally recognized system, the Incident Command System allows establishment of an integrated organizational structure tailored to the complexity and demands of single or multiple incidents. The Incident Command System is proven effective in managing multiple agency and multiple jurisdiction incidents of any nature.



The **Incident Commander** (IC) is responsible for the overall management of the incident. A Command Staff and a General Staff assist the Incident Commander. The Command Staff usually includes a Safety Officer, Information Officer (IO) and a Liaison Officer who report directly to the Incident Commander. The General Staff usually includes Operations, Planning, Logistics and Finance/Administration Sections. The **Incident Commander** (IC) can be drawn from almost any organization of the university or any supporting agency. In a fire incident or event involving the Boulder Fire Department as the principal responding agency, the Incident Commander will usually be the responding Battalion Chief; the Incident Commander for a major athletic event could be a member of the Athletic department staff; the Incident Commander for a shelter operation could be from the Housing department. The Incident Commander may change during an incident due to changes in the scope, duration or complexity of the incident.



### **Staffing of the Emergency Operations Center**

Upon activation of the Emergency Management Operations Group the University Emergency Operations Center (EOC) is activated. The Emergency Operations Center may be established in the second floor conference room of the University of Colorado Police Department, the second floor conference room Environmental Health and Safety Center (EHSC), or any other suitable location that best serves the Incident Commander (IC).

### **Record Keeping**

In larger incidents, accurate and timely record keeping is absolutely vital to successful incident termination and cost recovery. Often information lost early in an incident cannot be accurately recovered. At a minimum, an Incident Commander should maintain or assign the task to maintain an incident log, activation log, and listing of actions/expenditures authorized in support of an incident. In a large incident the Planning Section maintains detailed records, but much of the initial response paper trail depends upon the incident command staffs attention to detail early in the incident. Incident Command System Unit Logs (such as the ICS Form 214) can capture much of this vital information.

### **Review of Campus Emergency Response Modes**

Because of increasing EMOG membership and member turnover, Dane reviewed mode protocols of the Umbrella Plan to ensure common understanding. She reminded members that emergency responders in Boulder County operate under the Incident Command System and use modes to determine the level of emergency response that will be required based on the severity of an incident.

She noted that the Boulder *City/County Emergency Operations Plan* has mode designations for 16 different types of incidents, ranging from wildland fires to terrorism incidents. In the plan, specific actions are outlined for each incident type according to mode levels, which run from 1 to 4. She noted that the university has structured its response to be compatible with the City/County plan.

For the purpose of this discussion, Dane chose to focus on the general level of response required as designated by mode level, not specifics relating to type of incident.

In general, our mode system is as follows:

### **Mode 1**

The incident will be handled completely by University assets  
Applies to routine events that require no mutual aid from the City or County  
Usually will not require EMOG notification or EOC activation

### **Mode 2**

Incident will require mutual aid but the University retains Incident Command (e.g., football game, injury accident, or fire).  
*May* include EMOG notification and/or EOC activation, but generally not.  
Minor fires on campus are in this mode, but Boulder Fire exercises IC at scene.

### **Mode 3**

Incident requires significant mutual aid and University requests outside agency to assume Incident Command (e.g., gas explosion or building collapse).  
Also involves events that cross jurisdictional boundaries.  
EMOG and Policy Groups notified, EOC activated, and full Incident Command System activated.

### **Mode 4**

Incident requires mutual aid beyond Boulder County  
State or federal IC is requested  
Most likely to be a regional event  
EMOG and Policy Group are notified, EOC is activated, and full ICS is staffed and integrated into state or federal command structure

To view the *City/County Emergency Operations Plan*, go to  
<http://www.co.boulder.co.us/sheriff/oem/plan.htm>

To view the *University of Colorado-Boulder Umbrella Plan*, go to  
<http://ehs.colorado.edu/embr>.



## **Flood Risk and Response Modes**

(EMOG 07/2004)

City and County go to **Mode 1**, it is because there is a flood watch and it has probably started raining. It means that the potential exists for flooding, but nothing has happened. EMOG is notified about Mode 1 to let people know to pay attention and monitor the weather situation.

**Mode 2** means that it is raining and there is an increased potential for flooding. The Emergency Operations Center is opened and staffed during this phase. Often fire trucks and equipment may be relocated at this stage so that they are in position to respond when a flood along Boulder Creek divides the city in half.

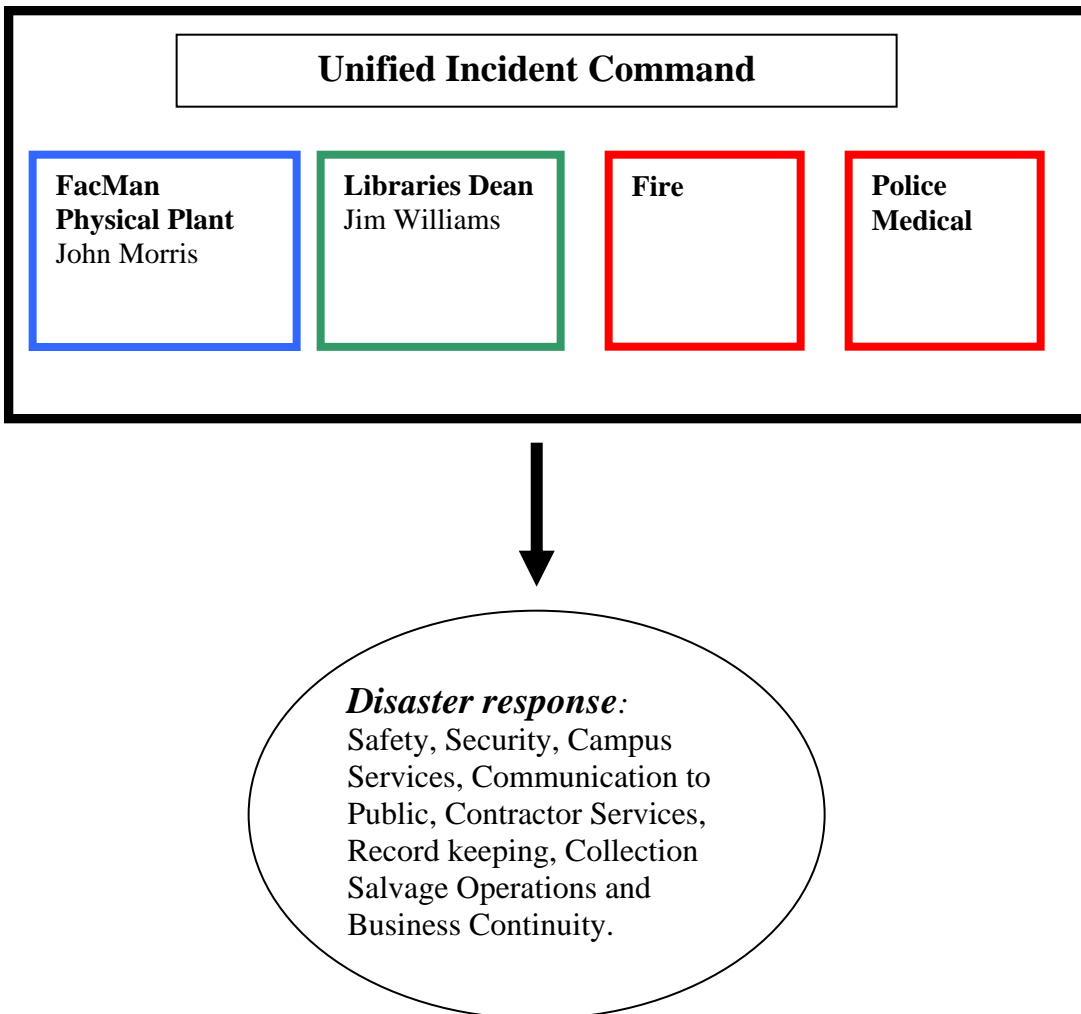
**Mode 3** means that that flooding is about to occur or is taking place. Warning sirens and other emergency communications are initiated.

**Mode 4** means that responders are in full response mode, helping to recover and transport the injured and respond to the damage.

DRAFT

## 6.9 LIBRARIES AND INCIDENT COMMAND SYSTEM

In a large, isolated, Libraries-only incident, the person who first discovers a problem is the incident commander. Then as others arrive, incident command will be transferred. Eventually the Dean or other member of the Cabinet might be the “Incident Commander” who would likely be working in a “Unified Incident Command” as shown the flow-chart in the front of this plan. In a Unified Incident Command (described as the “ideal structure,” if possible), the Libraries representative, would be in the same room or vehicle with, for instance, Boulder Fire Department, CUPD, Facilities Management representative and Risk Management to direct operations.



## **SECTION 7: SELECTED POLICIES**

### **CAMPUS, UNIVERSITY AND LIBRARIES POLICIES AND GUIDELINES RELEVANT TO EMERGENCY PLANNING AND RESPONSE**

## 7.1 CAMPUS EVACUATION POLICY

From: <http://fm.colorado.edu/firesafety/documents/EvacuationPolicyUCB.pdf> (03\_30\_05)

# University of Colorado at Boulder

## Emergency Evacuation

### I. PURPOSE

All members of the University community should be aware that when a fire alarm sounds in any campus building, it signals a potentially life-threatening situation and the building must be evacuated. The purpose of this document is to provide guidance to the university community on the proper way to evacuate a building.

### II. PROCEDURE

It is the accepted procedure of the University of Colorado at Boulder that occupants evacuate the building immediately (within seconds) and move to a safe distance upon activation of the building alarm system (audible and/or visual).

### III. DEFINITIONS

Manual Fire Alarm Box or Pull Station—the *red*-handled alarm station located at eye level in campus buildings and labeled “Fire Alarm.” Pulling the handle causes the fire alarm to sound, indicating the need to evacuate the building.

Manual Chemical Spill Alarm—the *yellow* alarm station located in some rooms and areas with chemical spill potential. Pulling this handle also causes the fire alarm to sound.

### IV. OPERATIONAL RESPONSIBILITY

Individuals are responsible for their safe evacuation from buildings.

### V. EVACUATION GUIDELINES

**All building occupants should be aware of potential evacuation routes in a building as well as where to meet should a building require evacuation.**

#### When Is It Appropriate to Pull the Fire Alarm?

**1. Pull the alarm any time occupants are in physical danger if they remain in the building.** Incidents that may pose a risk to others include fires, explosions, the presence of smoke, a criminal or terrorist act that poses a threat to life and safety, a natural gas odor, a radioactive materials release, or a chemical spill. If you cannot find an alarm pull station near the exit of the building, do not waste time searching for one. Leave the building and call 9-1-1 from a safe location.

2. **Do not pull the alarm if you receive a bomb threat or are unsure whether a situation requires evacuation.** Instead, call 9-1-1 to obtain guidance from the CU Police Department.

#### Action to Take When an Alarm Sounds

1. **When in doubt, get out.** Evacuate the building immediately in a calm manner.
2. **Within seconds, shut down any experiments or procedures that should not be left unattended.** If you are unable to shut down noxious or flammable gas supplies, notify the responders at the scene or call 9-1-1 to make them aware of the situation.
3. **If you are a supervisor or a professor with a classroom of students, direct everyone to leave as quickly as possible.**
4. **Leave the building via the shortest and safest exit route.** Meet at the designated location, according to your building's evacuation plan, which should be a safe distance from the building (a minimum of 100 feet away).
5. **If someone in your building is hearing, visually, or mobility impaired, assist them in leaving the building if you feel safe enough to do so.** If you are unable to assist a disabled individual, urge that person to shelter in place, then exit the building immediately and notify authorities of the location of the disabled person.
6. **Do not use elevators. Use exit stairs.**
7. **If you were the person who discovered the emergency or have information that may be useful to emergency responders and were able to safely exit the building, await emergency response personnel at a safe location outside and direct them to the scene.** If you suspect someone is missing or trapped, let the responders know. Also, if you know of disabled persons that are still in the building, let the responders know.
8. **Do not re-enter the building until the Boulder Fire Department or CU Police have indicated the building is safe to enter.**

#### VI. FOR FURTHER INFORMATION

If you have any questions regarding this policy, please contact the campus fire marshal by calling (303) 492-4042 or the campus emergency planning coordinator by calling (303) 492-5162.

For further information on fire safety procedures, refer to the *Campus Fire Safety Guidelines* at <http://fm.colorado.edu/firesafety/safety.html> or call (303) 492-4042. For guidance on choosing an evacuation gathering site, go to <http://ehs.colorado.edu/embr> or <http://fm.colorado.edu/firesafety/firedrillsd.html>.

## **7.2 BOULDER CAMPUS CLOSING POLICIES DURING EMERGENCIES**

From: CU-Boulder Administrative E-Memo [memofrom@Colorado.EDU]  
Sent: Monday, November 29, 2004 7:19 PM  
Subject: Boulder Campus Closing Policies During Emergencies

TO: Boulder Campus Teaching & Research Faculty, Staff, Deans, Directors, Dept Chairs, System Administration

FROM: Paul Tabolt, Vice Chancellor for Administration

SENDER: Michele Callagy

DATE: November 30, 2004

SUBJECT: Boulder Campus Closing Policies During Emergencies

### **PLEASE POST OR CIRCULATE**

Under extreme weather conditions or general emergency, the Chancellor may decide to close the campus early or not to open campus offices and departments, provided that "essential services" will be maintained. This memorandum is intended to clarify that policy and to provide general notification instructions.

### **Decisions to Close Campus**

#### **WHO MAKES THE DECISION?**

The decision not to open the campus will be made by the Chancellor or his designee. The Chancellor may consult with various individuals on campus and ask for recommendations, but the final decision will be the Chancellor's.

Conditions that may require a decision not to open or close early should be communicated through the appropriate Provost, Senior Vice Chancellor, or Vice Chancellor to the Chancellor at the earliest possible time. Public safety is the primary consideration in closure decisions. In this regard, the University Police Chief or his designee will be responsible for advising the Chancellor on safety-related conditions. This advisory and/or recommendation will be made after consultation with other appropriate agencies, such as Facilities Management, Environmental Health & Safety, the State Patrol, and/or applicable agencies.

#### **WHEN IS THE DECISION MADE NOT TO OPEN THE CAMPUS?**

Such a decision will normally be made before 6:00 a.m. of the emergency day.

## WHAT IS THE NOTIFICATION PROCEDURE?

The University Police Chief or his designee will initiate an advisory call to the Chancellor if conditions are such that opening is in question. Once the Chancellor has made the decision, the University Police Department will communicate that decision to the following, since these units receive many inquiries regarding decisions on closing and/or have follow-up responsibilities:

- 1) University Communications, Jeannine Malmsbury
- 2) Facilities Management Service Desk, Lisa Bechard
- 3) Facilities Management Executive Director, Jeff Lipton

The University "hotline" service within our telecommunications system will provide a recorded message for callers who are unsure about whether the campus is closed. The hotline number is 492-5500. You may also tune in to radio stations KWAB (1490 AM), KBCO (97.3 FM), KBCU (1190 AM) or KOA (850 AM), and TV stations KCNC-TV 4, KMGH-TV 7, or KUSA-TV 9. Please note that the news media are notified only in the event of a closure. Any special notifications concerning "essential services" will be handled by the respective Provost, Senior Vice Chancellor, Vice Chancellor or their designees. Information shall also be posted to the Campus Safety web site at <http://www.colorado.edu/safety>.

## WHEN IS THE DECISION MADE TO CLOSE EARLY?

In the case of early closing, the decision may be made whenever the Chancellor (or designee) deems conditions warrant closing the campus. Some units may require immediate notification of the potential to close early because they become obligated to perform certain services in such situations. The Police Chief will be provided a list of such units. Departments will be notified through their respective Provost, Senior Vice Chancellor, or Vice Chancellor's office.

When the Chancellor authorizes an early release or sequential release, employees are given administrative leave with pay and released early under the guidance of the department head/supervisor. In the case of a sequential release, distance and difficulty from work to home and other public safety issues will be used as criteria in the sequential release of employees. Early release time not authorized by the Chancellor or his designee must be charged to annual leave or leave without pay.

## WHAT ARE ESSENTIAL SERVICES?

Definition: For the purpose of the emergency closing policy, "essential services" are those required to maintain or protect the health or physical well-being of campus

personnel (students, staff, and faculty) and facilities (including research projects), given the conditions of the emergency at hand.

**Determining Essential Services:** The Provost, Senior Vice Chancellor, or Vice Chancellor will determine which operations under their respective supervision should be designated as essential services (as defined above) and under what conditions specific individuals will be required to work during a general closing. The determination of essential services and personnel may vary depending on conditions of the emergency at hand. Examples of emergency conditions include (but are not limited to): snow, ice, flood, power failure, explosion, or extreme heat or cold. Lists of designated essential services and personnel should be disseminated to the appropriate unit supervisor; individuals included on such lists should be notified by the supervisors. Employees should contact their supervisor if they have questions about whether or not they are included under "essential services."

#### HOW IS CU-BOULDER AFFECTED BY CLOSURE OF OTHER STATE AGENCIES?

Under the Inclement Weather Policy for the State of Colorado, each college and university establishes its own individual inclement weather policy. Therefore, there may be occasions when the Boulder campus closure decision differs from the decision for state offices. Boulder campus employees and students are expected to comply with instructions provided by the CU-Boulder administration.



## **7.3 HAZARDOUS WASTE MANAGEMENT--CU BOULDER CAMPUS POLICY**

<http://www.colorado.edu/policies/hazwaste.html>

### **Hazardous Waste Management**

It is the policy of the University of Colorado at Boulder that all persons (faculty, student and staff) involved with the generation, handling and management of Hazardous Waste (HW) on Campus shall be properly trained and comply with all rules as specified by Federal and State regulations, permits and laws. HW Generators (HWGs) are responsible for training and management in their respective areas, as detailed below.

In the event that penalties are levied against the university for non-compliance with local, state or federal regulations, such penalties will be assessed, as appropriate, to the department(s) or unit(s) whose failure to comply with the campus policies, caused or contributed to the penalties. Departmental or unit indemnification requires that those handling HW have been properly trained and have adhered to university policies and procedures in accordance with local, state and federal regulations.

#### **Purpose:**

The Environmental Protection Agency and the Colorado Department of Public Health and Environment require annual HW classroom and on-the-job training for all persons who generate and handle HW. This includes personnel in Campus laboratories and shops, as well as some office personnel (who may generate waste copier toner, batteries etc.). Since there are thousands of HWGs on the Boulder Campus, the task of formally training and re-training all of them is a significant challenge. In addition to training there are other requirements that need to be accomplished in every HW generating area, such as weekly inspections and record keeping.

#### **Procedural Overview:**

##### **HW Generators (HWG) Training System:**

The Campus has developed a Hazardous Waste (HW) proctor system to expand the network of university resources and maintain environmental compliance and safety standards:

- Faculty and/or staff coordinators are appointed in each waste-generating Campus department and assign one or more HW proctors to serve as training liaisons for the Environmental Health and Safety Division (EH&S) of the Department of Public Safety at CU-Boulder.
- EH&S trains each of the proctors (using a train-the-trainer approach), maintains documentation of the training presented to Proctors and provides training materials and compliance verification checklists and guidelines for use by every generator.
- HW proctors, in turn, train HWGs in their areas. Proctors remain responsible for providing annual, formal training to individual faculty, student and staff HWGs (using EH&S prepared materials) and keeping records documenting such training.
- HWGs (faculty, student and staff) are responsible for proper management of hazardous waste and inspections in their assigned areas, using EH&S prepared checklists and campus procedures and guidelines.

- EH&S also schedules monthly classroom training sessions for all HWGs that act as a 'safety-net' for smaller departments without proctors or generators urgently requiring training during a transitional stage or proctor absence.

Your cooperation is required and appreciated in addressing this important campus life-safety and environmental compliance issue. Questions regarding the implementation of this policy should be directed to EH&S at 492-6025.

Date Revised: January 15, 1998

Approved by: Dr. Richard L. Byyny, Chancellor

Author: Dave W. Wergin, Director, Environmental Health & Safety

## 7.4 UNIVERSITY RISK AND INSURANCE MANAGEMENT FUND

July 9, 2003

From University of Colorado Policies (Board of Regents):

<http://www.cu.edu/regents/Policies/Policy13.html#13-H>

### 13-H. APPROVAL OF THE UNIVERSITY RISK AND INSURANCE MANAGEMENT FUND

RESOLVED, that all the University of Colorado shall implement and support a risk management strategy.

FURTHER RESOLVED, this strategy shall place the highest priority on preventing and actively managing the risks and associated costs which detract from the pursuit and realization of institutional objectives.

FURTHER RESOLVED, this strategy shall encourage each member of the university community to take individual responsibility for the creation of an environment that protects and enhances the reputation and assets of the University in a responsible and cost-effective manner.

FURTHER RESOLVED, the results of this comprehensive effort will help assure that the University of Colorado is a safe place to teach, learn and work.

See Board Meeting Minutes of the following date

(Adopted January 18, 1996, p. 88 and Attachment 3.)

RESOLVED, that the Risk and Insurance Management Fund is formed, effective July 1, 1996. The Fund will be managed in accordance with the Fund document called *University of Colorado Risk and Insurance Management Fund: Authority, Responsibility and Operation*, which is approved by this action.

See Board Meeting Minutes of the following date

(Adopted June 27, 1996, p. 189 and Exhibit J.) This resolution coincides with the termination of insurance coverages from UCIP adopted June 17, 1993, p. 247.

## **7.5 CLOSING POLICIES DURING EMERGENCIES—Libraries Policy**

from Libraries Administrative Policy Manual:

<http://www-libraries.colorado.edu/as/manual/admin/closings.html>

### **CLOSING POLICIES DURING EMERGENCIES**

Under extreme weather conditions or general emergency, the Chancellor may decide to close the campus early or not open campus offices and departments, provided that "essential services" will be maintained. Essential services are those required to maintain or protect the health or physical well-being of campus personnel. Local news media are notified of Campus closings and the University Hotline, 492-5500, provides a recorded message. The University Libraries will be closed on days when the campus is closed before regular opening hours.

On those days when the Chancellor closes the campus early, Norlin Library will remain open with minimal staffing until 10 p.m. during the regular academic year. The Security Office and the Circulation Department should plan to have staff available to work under these conditions. Branch Libraries, in consultation with the Associate Director for Public Services, may close earlier if it is impossible to maintain minimal staffing. Appropriate informational messages should be available on voice mail and Chinook.

Staff members who take advantage of early closings intended to give people more time to leave the campus and get home prior to peak traffic congestion will not be penalized. Official notice of early closings is given by the Dean and Associate Directors. They may use the Emergency Notification/Information Network listed in the University Libraries Emergency Handbook.

5/13/96

## 7.6 REGARDING USE OF SPACE HEATERS GUIDELINE

(11/2/04)

From: owner-norlin-list@lists.colorado.edu on behalf of Catherine Holzer  
[catherine.holzer@Colorado.edu]  
Sent: Thursday, November 04, 2004 10:38 AM

To: Norlin List

Subject: Followup to Cabinet Minutes of 11/2/04 Regarding Use of Space OHeaters

Please read the below email which initiated the statement by Cabinet regarding space heaters. If your work area temperature is problematic, report the problem to Dan Davidson so that he can request an assessment by Facilities Management. Also, take a moment to note the very specific requirements necessary before use of a space heater can be approved.

Thank you.

-----Original Message-----

From: Lisa Bechard [mailto:Lisa.Bechard@Colorado.EDU]  
Sent: Monday, March 08, 2004 11:09 AM

Subject: Space Heaters

Proctors,

As promised, I spoke to the Campus Fire Marshall about space heaters. Below is his response.

Lisa

---

Portable heaters are to be used only when the central heating system is malfunctioning and a comfortable temperature cannot be maintained, and only after written approval by the Campus Fire Marshal (303-492-4042).

If there is a problem with the central heating system, contact Facilities Management (303-492-5522) for correction of the condition.

- **Portable heaters are to meet the following minimum requirements:**

1. Heaters are to be electrically powered only and UL listed.
2. Heaters are to have a thermostat to shut off the heater when the desired temperature is reached.
3. Heaters having exposed or visible heating (red-hot) elements are not to be used.
4. Radiator type heaters and ceramic element heaters are approved types.

5. Heaters are to have a tip-over shutdown feature.
6. Heaters are to be clean and free of dust.
7. Cords are to be in good condition, not cracked or frayed.

- **Portable heaters are to be used according to the following requirements:**

1. Heater use is to be approved in writing by the Campus Fire Marshal.
2. Heaters are to be located on the floor.
3. No items are to be stored on the heater.
4. A minimum of 3 ft. clearance is to be maintained between the heater and any combustible material such as paper.
5. Heaters are not to be placed near central heating system thermostats.
6. Heaters are to be plugged directly into an electrical outlet. Extension cords and power strips are not to be used.
7. Heaters are to be unplugged when the room or area is unoccupied.

If a building has electrical problems or other life-safety issues, campus authorities may restrict portable heater use in that building.

If you have any questions or comments, please contact me. Thank you.

Mansour Alipour-fard, P.E.

Campus Fire Marshal

303-492-4042

\*\*\*\*\*

Lisa Bechard Service Center Manager

UCB 53 303-492-5522 (Service Center)

## 7.7 TORCHIERE HALOGEN LAMPS GUIDELINE

TO: Boulder Campus Teaching & Research Faculty, Staff, Deans,  
Directors, Dept Chairs, System Administration

FROM: Facilities Management

SENDER: Mansour Alipour fard

DATE: April 08, 2005

SUBJECT: Torchiere Halogen Lamps

Last week, a torchiere halogen lamp caused a fire in a University building on Boulder campus. Please note that the use of torchiere halogen lamps is prohibited in dormitories and is discouraged in all other buildings and facilities because of the increased fire risk and high-energy demands.

Please report the use of halogen lamps to the campus Energy Conservation Officer, Moe Tabrizi and he will try to provide alternative lighting accommodations, e.g. permanent installations or other energy efficient lighting options. If you have further questions regarding torchiere halogen lamps and the associated risks and replacement procedures, please refer to the following link from the Fire- and Life-Safety Group's website:  
<http://fm.colorado.edu/firesafety/halogenlamps.html>

Moe Tabrizi-----Mansour Alipour-fard  
Energy Conservation Officer ---Campus Fire Marshall  
303-492-1425-----303-492-4042  
Moe.Tabrizi@Colorado.EDU---Mansour.Alipour-fard@Colorado.EDU

-----

## 7.8 PRESERVATION POLICY-- Libraries Policy

from University Libraries Administrative Policy Manual:

<http://ucblibraries.colorado.edu/adminservices/manual/technical/preserva.htm>

### PRESERVATION POLICY: PRINCIPAL FUNCTIONS AND RESPONSIBILITIES

#### I. Introduction

The **Preservation Department** is responsible for the physical state of the Libraries' collections. This responsibility includes library materials in all physical formats. The following statement describes the department's principal functions and areas of responsibility. These are of two kinds:

**Areas of direct responsibility:** Those activities for which the Preservation Department has decision making authority and responsibility. Consultation is sought with individuals in other departments when necessary and appropriate.

**Areas of collaborative responsibility:** Activities in which the Preservation Department collaborates with other departments and for which Preservation is included routinely in the information chain.

**A. Areas of Direct Responsibility.** The Preservation Department exercises *direct* responsibility over the following activities:

1. Condition evaluation
2. Binding and/or enclosure
3. Shelf Preparation
4. Repair
5. Conservation
6. Reformatting
7. Brittle book analysis

**B. Areas of Collaborative Responsibility.** The Preservation Department exercises *collaborative* responsibility for the following activities:

1. Institutional representation for preservation organizations
2. Disaster planning and response
3. Environment
4. Training & outreach
5. Information resources
6. External vendors of preservation products and services



**II. Areas of Direct Responsibility.** The Preservation Department has *direct* responsibility for the following activities and functions. **Bibliographers and other individuals with knowledge of specific cases or collections will be consulted as necessary and appropriate.**

**A. Condition Evaluation: assessment of physical condition**

1. evaluation of individual volumes to determine appropriate treatment
2. surveys of collections to determine condition and appropriate treatment (example: The "4+" copies project)
3. reports and statistics

**B. Shelf Preparation: preparation of new material for public use**

1. application of appropriate spine labels, identifying marks, etc. to library materials
2. creation/editing of item records for library materials
3. reports and statistics

**C. Binding: selection of materials in need of commercial binding and/or enclosure**

1. evaluation of materials for binding
2. selection of appropriate binding methods and/or type of enclosure
3. management of budget
4. reports and statistic
5. liaison with commercial bindery [external vendor]

**D. Repair: damaged materials not in need of binding or conservation**

1. evaluation of materials for in-house repair
2. selection and execution of appropriate repairs
3. reports and statistics

**E. Conservation: damaged materials in need of highly specialized treatment**

1. selection and analysis of volumes for treatment by a conservator [external vendor]
2. liaison with conservators [external vendors]
3. management of budget
4. reports and statistics

**F. Brittle and Deteriorated Books: not suitable for binding or repair**

1. identification and analysis of brittle and deteriorated materials
2. bibliographic searching to determine replacement status and microfilming history
3. recommendation of appropriate treatment to **bibliographers**
4. coordination of **bibliographer** review

5. execution of appropriate treatment
6. reports and statistics

**G. Reformatting: transferring intellectual content to another medium**

1. selection of appropriate methods
2. liaison with external vendors
3. management of budget
4. reports and statistics

**III. Areas of Collaborative Responsibility:** The Preservation Department does not have sole or principal authority in these functions, but cooperates with other departments to achieve goals. The Preservation Department has *collaborative* responsibility in the following areas:

**A. Institutional Representation for Preservation Organizations: serves as principal contact for**

1. Association of Research Libraries (with ADAS)
2. Commission on Preservation and Access
3. Colorado Preservation Alliance
4. others as appropriate

**B. Disaster Planning and Response (with Administrative Services)**

1. select and maintain a stock of appropriate supplies
2. coordinate recovery efforts
3. staff education and training

**C. Environment (with Administrative Services; Circulation)**

1. monitoring of environmental conditions
2. space planning
3. storage projects

**D. Information Resources (with Collection Development Librarian; COG)**

1. selects/recommends appropriate materials on preservation topics

**E. External Vendors of Preservation Products and Services (with Administrative Services; Acquisitions; Collection Development; COG; Public Services; Systems; others as appropriate)**

1. develops technical specifications for preservation products and services not available in house
2. participates in the bidding process for external vendors

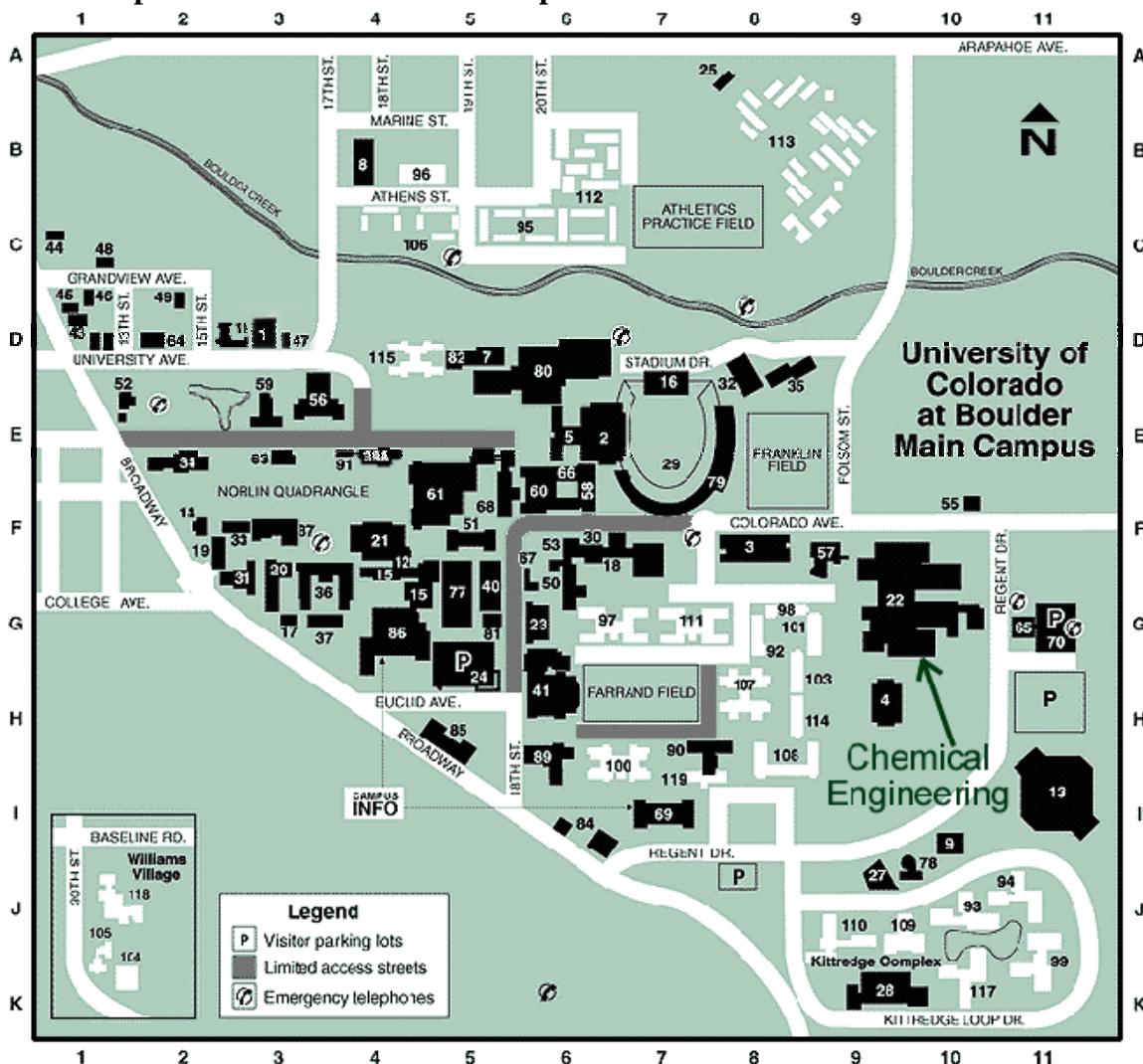
3. develops standards and inspection procedures for quality control of preservation services
4. maintains records, reports, and statistics on external vendor performance

Approved in Council 3/20/1996

## **SECTION 8: MAPS AND FLOORPLANS**

## 8.1 CAMPUS MAP

from <http://www.colorado.edu/che/map.htm>



### BUILDINGS

- 1. Armory (D-3)
- 2. Balch Fieldhouse (E-6)
- 3. Benson Earth Sciences Building (F-8)
- 4. Business (H-9)
- 5. Carlson Gymnasium (E-6)
- 6. Center for Astrophysics and Space Astronomy (East Campus)
- 7. Clare Small Arts and Sciences (D-5)
- 8. College Inn Conference Center (B-4)

- 47. IBS No. 5 (D-3)
- 48. IBS No. 6 (C-1)
- 49. International English Center (C-2)
- 50. Joint Institute for Laboratory Astrophysics (G-6)
- 51. Ketchum Arts and Sciences (F-5)
- 52. Koenig Alumni Center (E-1)
- 53. Laboratory for Atmospheric and Space Physics (LASP) (F-6)
- 54. LASP Space Technology Center (East Campus)

### HOUSING

- 92. Aden Hall (G-8)
- 93. Andrews Hall-Kittredge Complex (J-10)
- 94. Arnett Hall-Kittredge Complex (J-11)
- 95. Athens Court (B/C-5/6)
- 96. Athens North Court (B-5)
- 97. Baker Hall (G-6)
- 98. Brackett Hall (G-8)
- 99. Buckingham Hall-Kittredge Complex (K-11)
- 100. Cheyenne Arapaho Hall (H-6)

9. Communication Disorders and Speech Science (I-10)
10. Computing Center (East Campus)
11. Continuing Education (D-3)
12. Cooperative Institute for Research in Environmental Sciences (CIRES) (F-4)
13. Coors Events/Conference Center (I-11)
14. Cottage No. 1 (F-2)
15. Cristol Chemistry (G-4)
16. Dal Ward Athletic Center (D-7)
17. Denison Laboratory (G-3)  
\* Duane Physical Laboratories (F-6). See Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics.
18. Duane Physics and Astrophysics (F-6)
19. Economics (F-2)
20. Education (G-3)
21. Ekeley Sciences (F-4)
22. Engineering Center (F/G-9/10)
23. Environmental Design (G-6)
24. Euclid Avenue Autopark (G-5)
25. Family Housing Children's Center-Main Offices (A-8)
26. Family Housing Children's Center-Colorado Court (East Campus)
27. Fiske Planetarium and Science Center (J-9)
28. Fleming Law (K-9)
29. Folsom Stadium (E-7)
30. Gamow Tower (F-6)
31. Geology (G-2)
32. Grounds and Service Center (D-8)
33. Guggenheim Geography
55. Lesser House (F-10)  
\* Life Sciences Laboratories Complex (E-6). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology.
56. Macky Auditorium (D-3)
57. Mathematics Building (F-9)
58. MCDB expansion (E-6)
59. McKenna Languages (E-3)
60. Muenzinger Psychology (E-6)
61. Norlin Library (E-5)
62. Nuclear Physics Laboratory (East Campus)
63. Old Main (E-3)
64. Page Foundation Center (D-2)
65. Police and Parking Services (G-11)
66. Porter Biosciences (E-6)
67. Power House (F-5)
68. Ramaley Biology (E-5)
69. Regent Administrative Center (I-7)
70. Regent Drive Autopark (G-11)
71. Research Laboratory No. 1 (East Campus)
72. Research Laboratory No. 2-WICHE (East Campus)
73. Research Laboratory No. 3 (East Campus)
74. Research Laboratory No. 4 (East Campus)
75. Research Laboratory No. 6 (Marine Street Science Center) (East Campus)
76. Research Park Greenhouse (East Campus)
77. Sibell Wolle Fine Arts (G-5)
78. Sommers-Bausch Observatory (I-10)
79. Stadium Offices (E-7)
80. Student Recreation Center (D-5/6)
81. Telecommunications Building (G-5)
82. Temporary Building No.1 (D-5)
83. Transportation Center (East Campus)
84. University Administrative
101. Cockerell Hall (G-9)
102. Colorado Court (East Campus)
103. Crosman Hall (G-9)
104. Darley Commons-Williams Village (K-1)
105. Darley Towers-Williams Village (J-1)
106. Faculty-Staff Court (B-4)
107. Farrand Hall (H-8)
108. Hallett Hall (H-8)
109. Kittredge Commons-Kittredge Complex (J-9)  
\* Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls.
110. Kittredge West Hall-Kittredge Complex (J-9)
111. Libby Hall (G-7)
112. Marine Court (B-6)
113. Newton Court (B/C-8/9)
114. Reed Hall (H-9)
115. Sewall Hall (D-4)
116. Smiley Court (East Campus)
117. Smith Hall-Kittredge Complex (K-10)
118. Stearns Towers-Williams Village (J-1)
119. Willard Hall-South Wing (H-7)  
\* Williams Village. See Darley Commons, Darley Towers, and Stearns Towers.

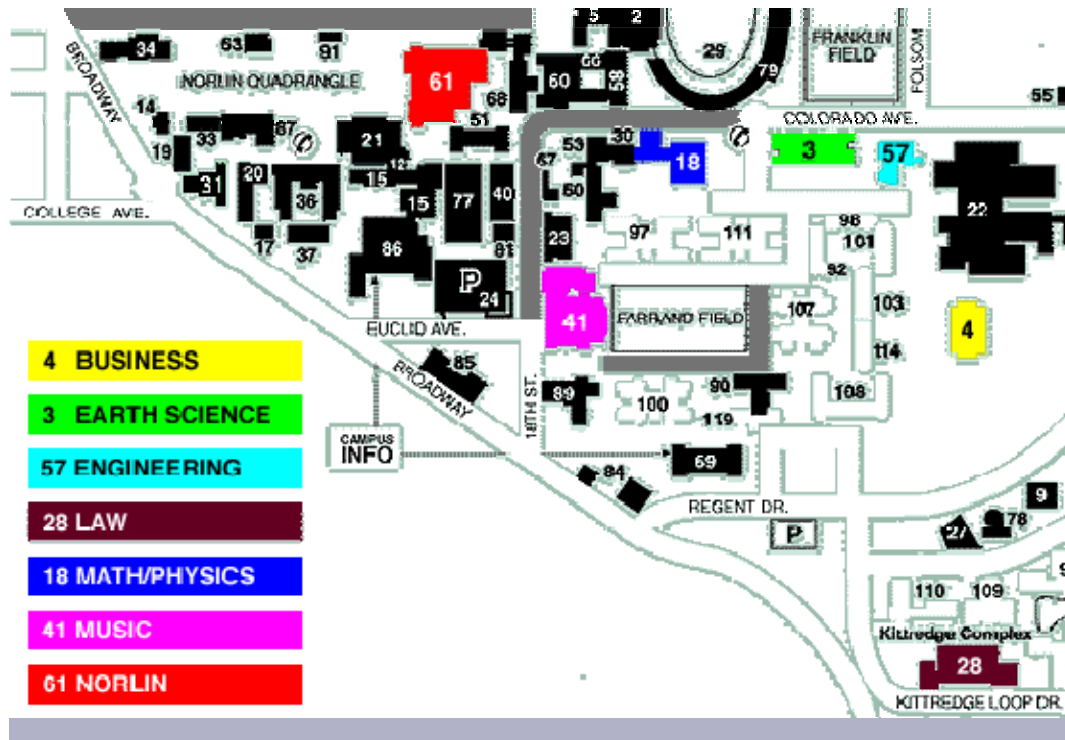
- (F-2)
- 34.** Hale Science (E-2)
- 35.** Health Physics Laboratory (D-8)
- 36.** Hellems Arts and Sciences/ Mary Rippon Theatre (G-3)
- 37.** Henderson Museum (G-3)
- 38.** Housing System Maintenance Center (East Campus)
- 39.** Housing System Service Center (East Campus)
- 39A.** Humanities Building (E-5)
- 40.** Hunter Science (F-5)
- 41.** Imig Music (H-6)
- 42.** Institute for Behavioral Genetics (East Campus)
- 43.** Institute of Behavioral Science (IBS) No.1 (D-1)
- 44.** IBS No. 2 (C-1)
- 45.** IBS No. 3 (D-1)
- 46.** IBS No. 4 (D-1)
- Center and Annex (I-6)
- 85.** University Club (H-5)
- 86.** University Memorial Center (UMC) (G-4)
- 87.** University Theatre (including Charlotte York Irey Studios) (F-3)
- 88.** US West Research Park (East Campus)
- 89.** Wardenburg Student Health Center (H-6)
- 90.** Willard Administrative Center-North Wing (H-7)
- 91.** Woodbury Arts and Sciences (E-4)

## 8.2 BRANCH LOCATIONS--LIBRARIES ON CAMPUS MAP

North is at the top of the page. This map is derived from the UCB map (pdf) and uses its numbering system as well.

The University website posts the latest version of the campus map.

Parking is available on campus at parking meters and the Euclid Auto Park, located just off Broadway on Euclid Avenue (P, building 24 below).





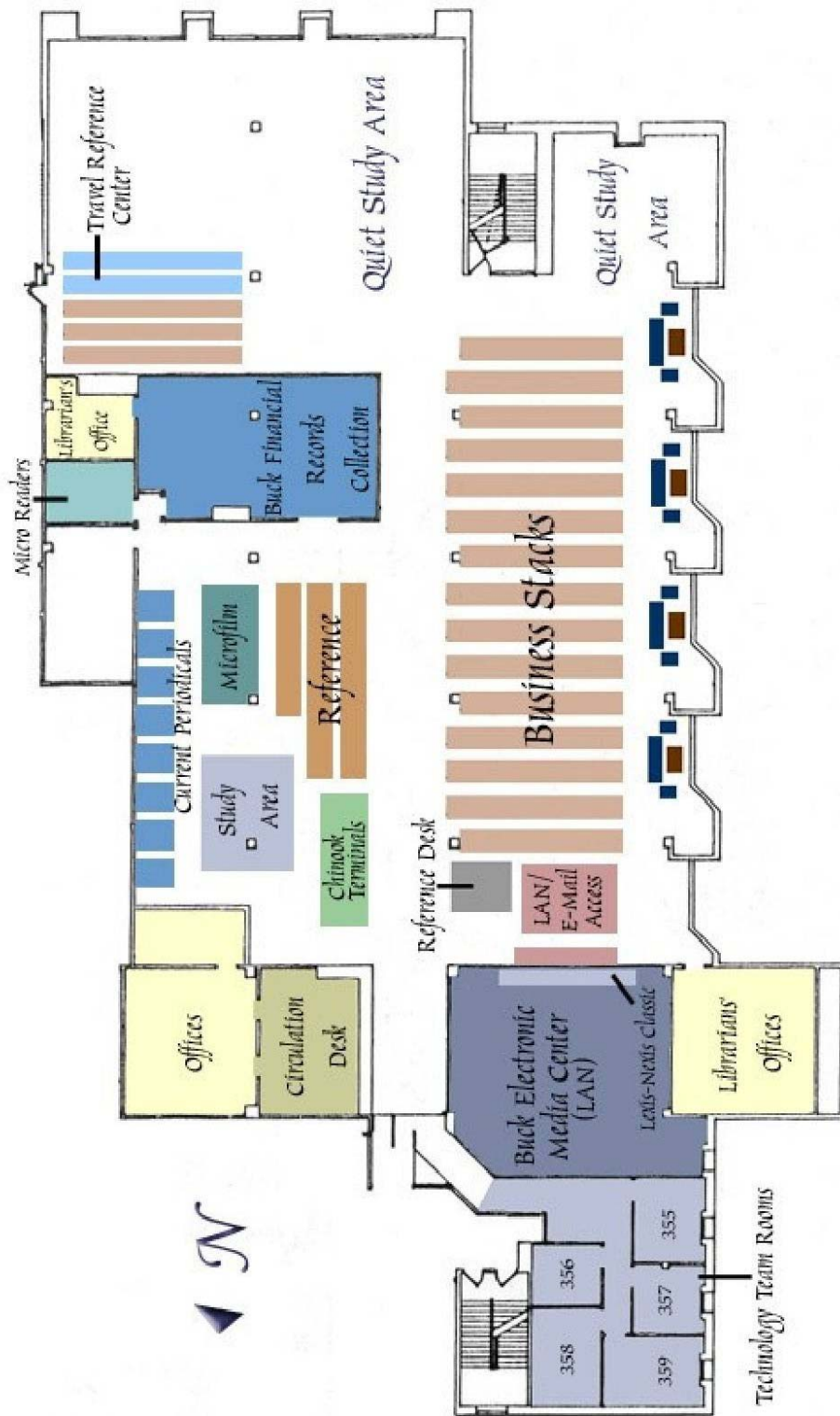
### **8.3 BRANCH LIBRARIES FLOORPLANS**

Business—Leeds School of Business  
Earth Science/Maps—Benson Earth Science Building  
Engineering—Math Building  
Math Physics—Duane Physics Building  
Music Library--Imig Music Building

Branch Salvage priorities, if they have been provided, will be found in the “Priorities” section of this plan.

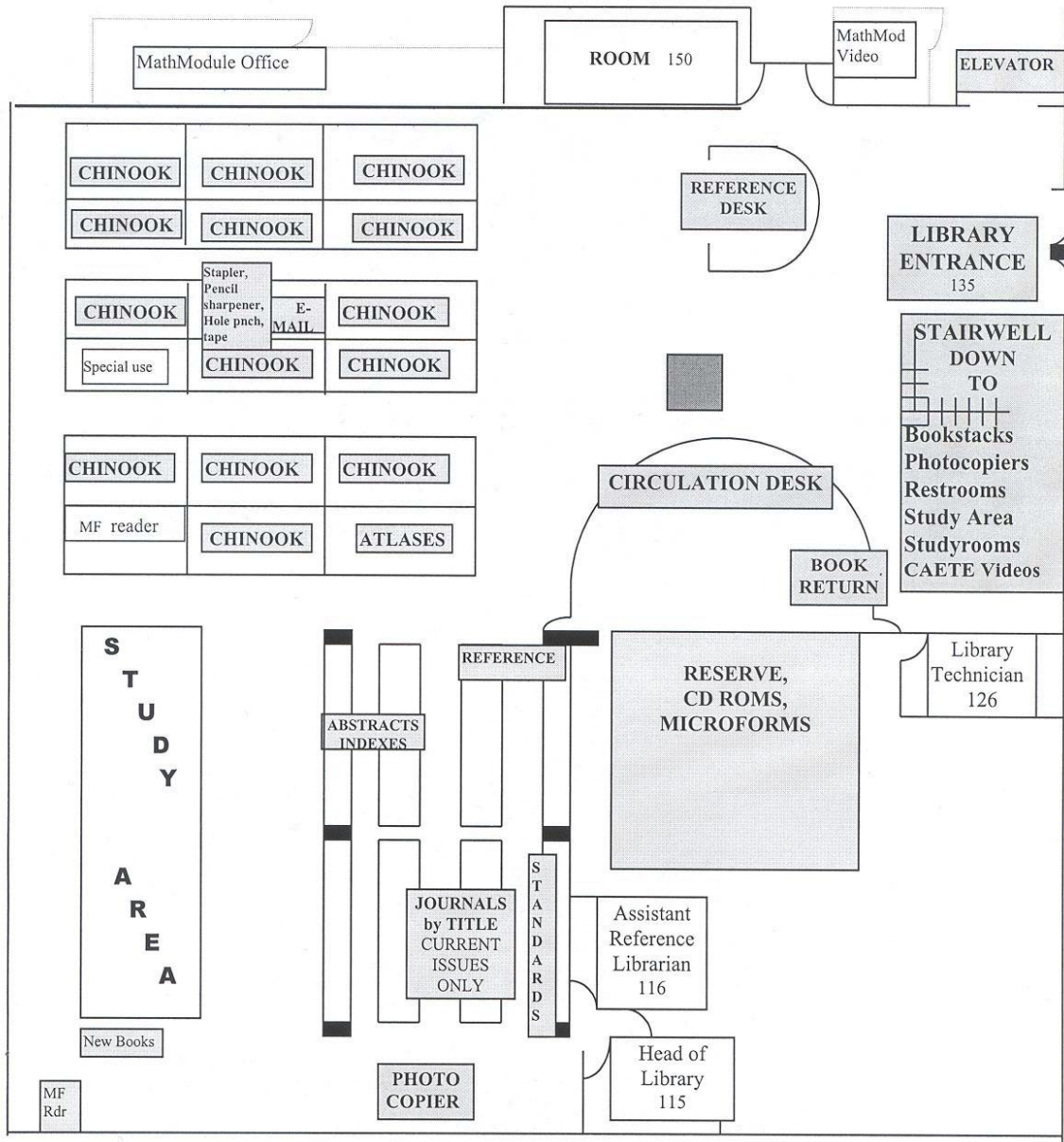
Pascal Storage (Fitzimmons)  
<http://pascal.uchsc.edu/FitzsimonsVisitorMap.pdf>

**Business—Leeds School of Business**

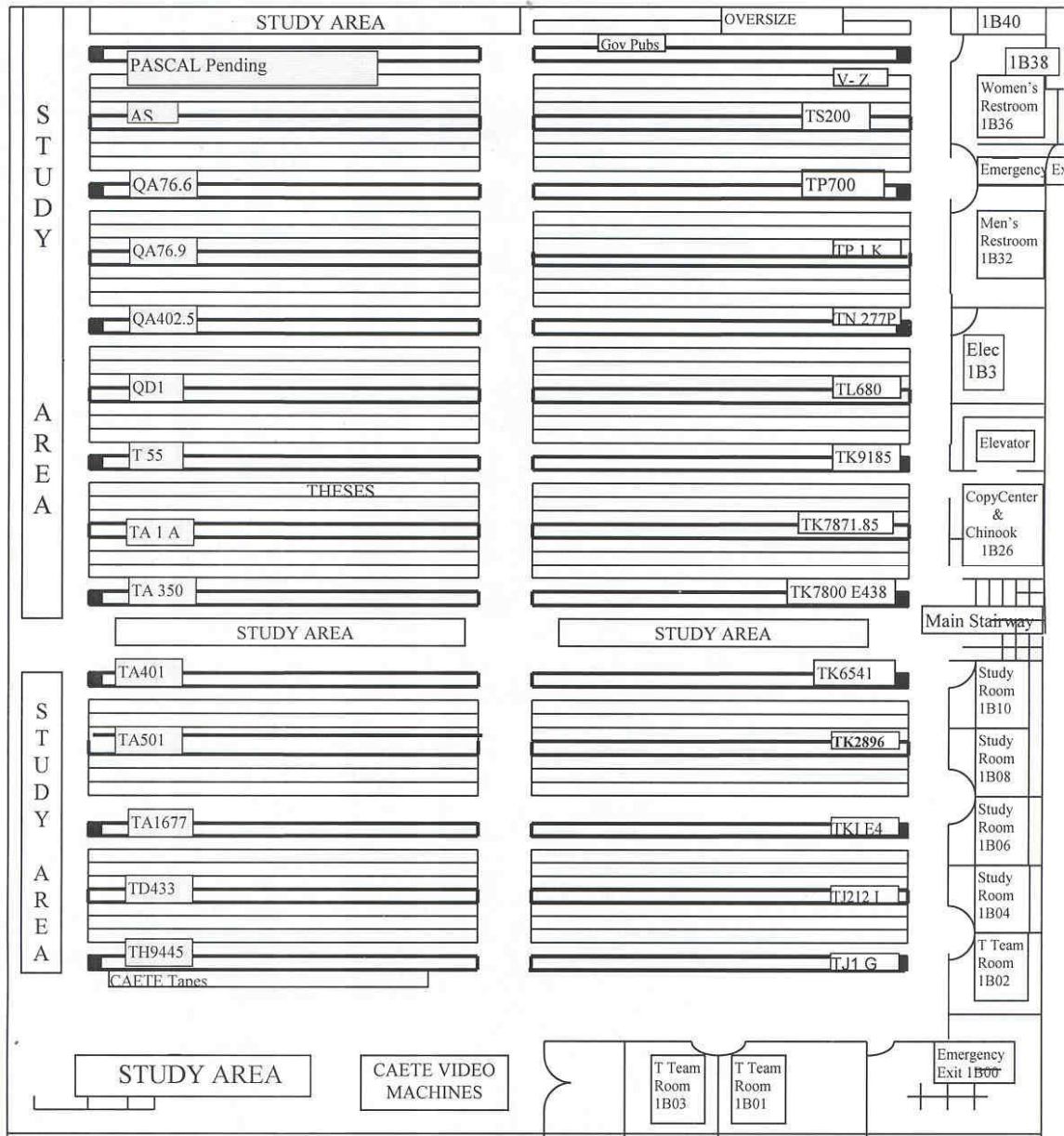


*William M. White Business Library*  
*Business School, 3rd Floor*

**Engineering Library—Math Building Upper Level**  
<http://ucblibraries.colorado.edu/engineering/map-upper.htm>



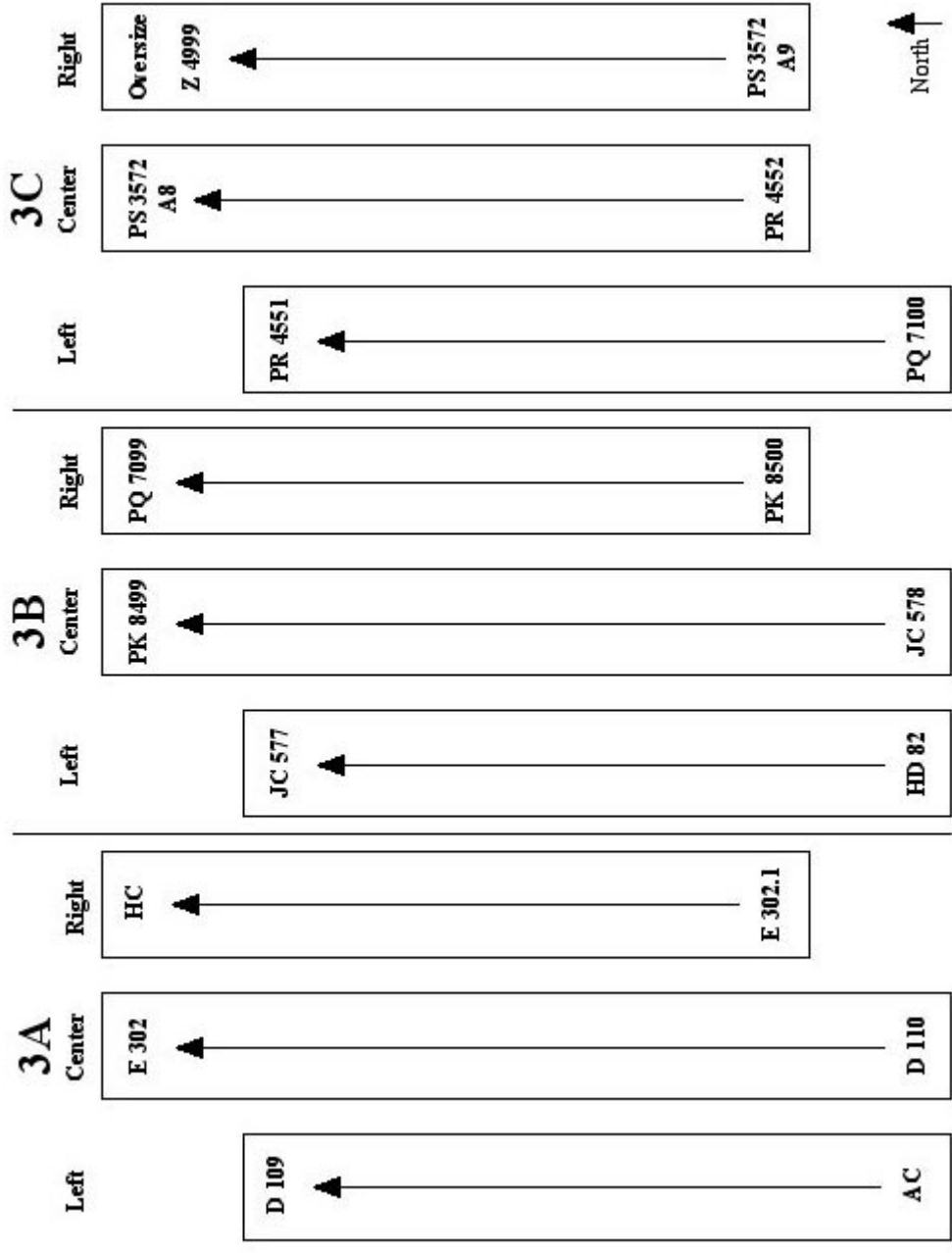
**Engineering Library—Math Building Lower Level**  
<http://ucblibraries.colorado.edu/engineering/map-lower.htm>



## Music Library--Imig Music Building

## 8.4 NORLIN STACKS—CALL NUMBER LAYOUT

Third Floor | Fourth Floor | Fifth Floor



## **8.5 NORLIN STACKS FLOOR PLANS ahu annotated**

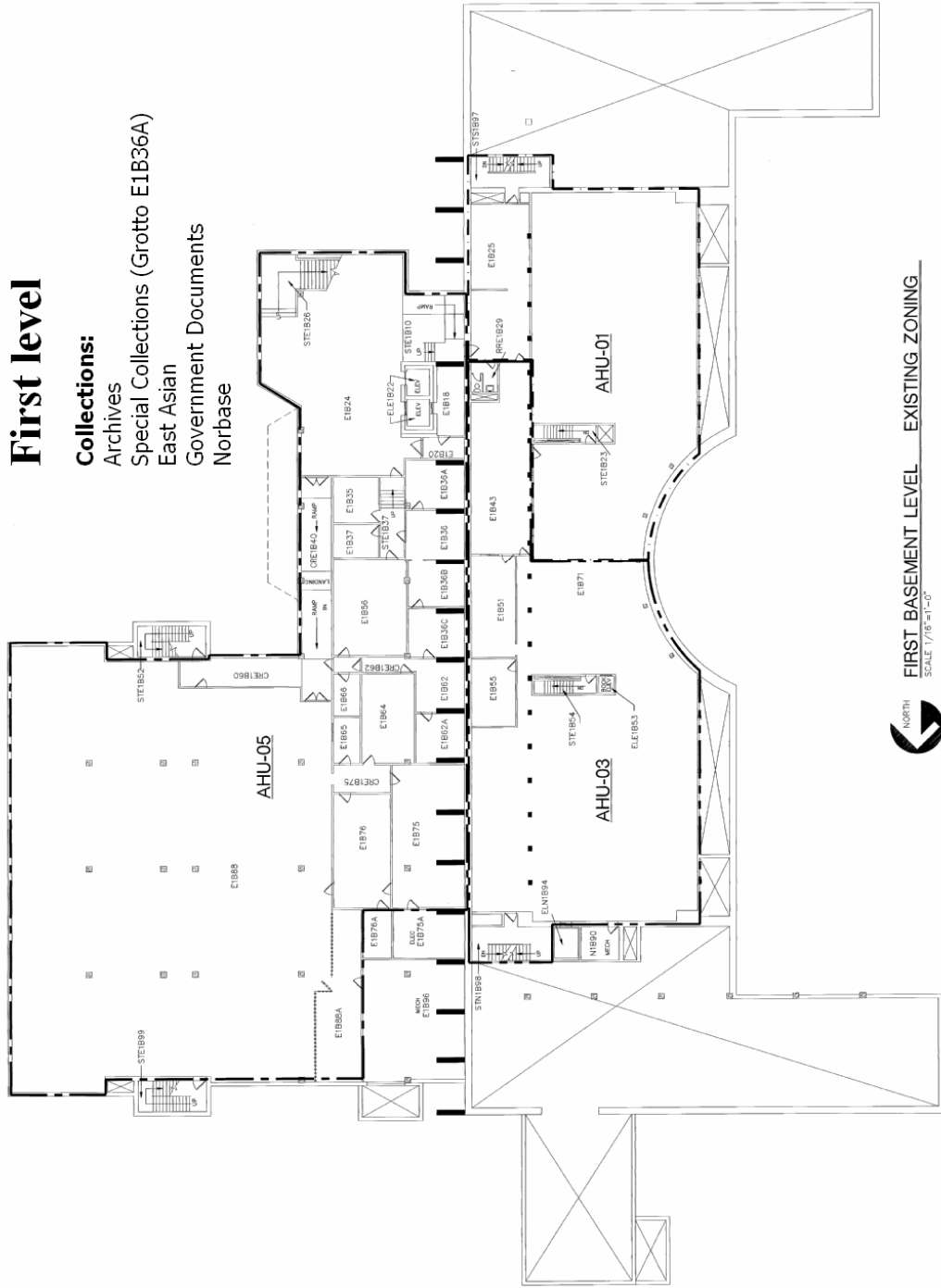




# Norlin Basement -- First level

## Collections:

- Archives
- Special Collections (Grotto E1B36A)
- East Asian
- Government Documents
- Norbase



NORTH  
FIRST BASEMENT LEVEL EXISTING ZONING  
SCALE 1/16"=1'-0"

245-84-M2

**Engineering Economics, Inc.**  
770 Simms Street  
Denver, Colorado 80202  
Phone: (303) 733-8982  
Fax: (303) 733-8983  
770 Simms Street  
Denver, Colorado 80202  
Phone: (303) 733-8982  
Fax: (303) 733-8983

**Norlin Library**  
University of Colorado  
Boulder, Colorado

**HYAC AS-BUILT DRAWINGS**

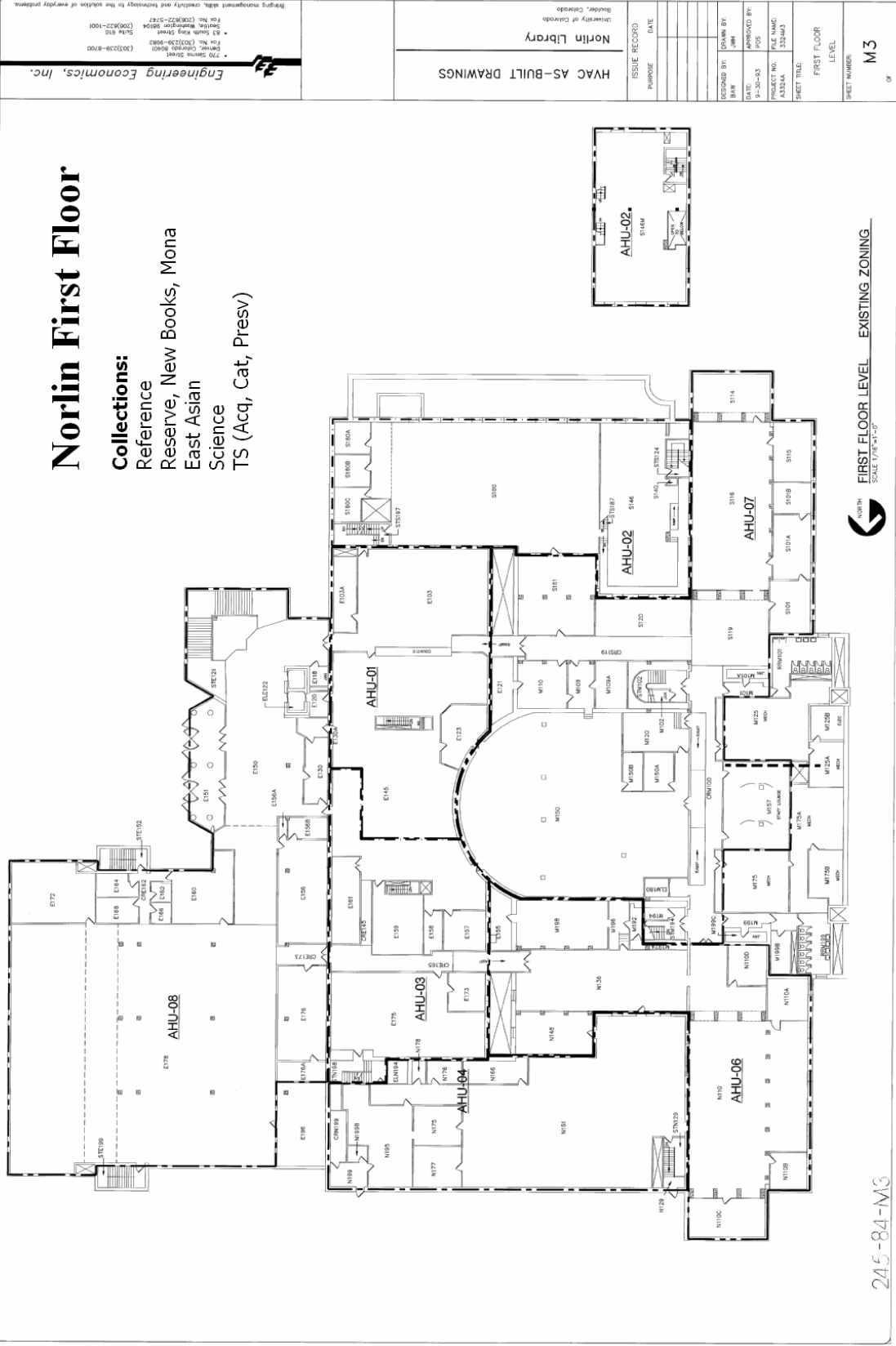
ISSUE RECORD	DATE
DESIGNED BY: JAWAN BY	
BAW	
DATE: 9-30-93	
APPROVED BY: FDS	
PROJECT NO. 43344	
FILE NAME: 324M2	
SHEET TITLE:	

FIRST BASEMENT LEVEL  
SHEET NUMBER: **M2**

# Norlin First Floor

## Collections:

Reference  
 Reserve, New Books, Mona  
 East Asian  
 Science  
 TS (Acq, Cat, Presv)



Engineering Economics, Inc.  
 770 Simon Street  
 Denver, Colorado 80202  
 Tel: (303) 733-9988  
 Fax: (303) 733-1001  
 43 Simon Street  
 Denver, Colorado 80202  
 Tel: (303) 733-5477  
 Fax: (303) 733-5477

HVAC AS-BUILT DRAWINGS		Norlin Library Denver, Colorado	
ISSUE RECORD	DATE	DESIGNED BY: DWHN BY: JWH	DATE
		DRAWN BY: JWH	DATE
		CHECKED BY: JWH	DATE
		PROJECT NO. 133-843	
		DRAWING NO. 133-843	
		SHEET TITLE	FIRST FLOOR LEVEL
		SHEET NUMBER	M3

NORTH  
 SCALE 1/8"=1'-0"  
 FIRST FLOOR LEVEL EXISTING ZONING

245-84-M3



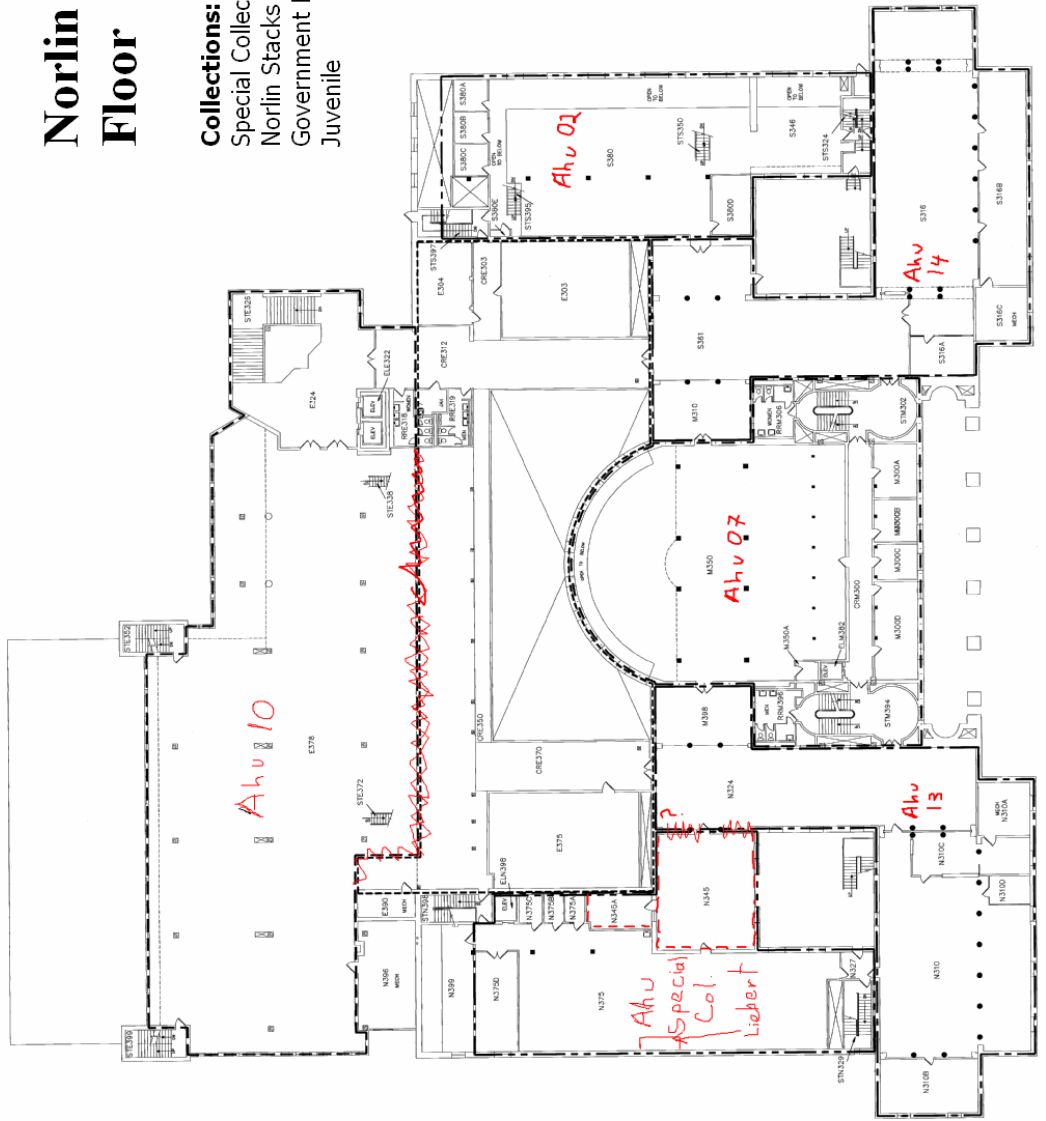
# Norlin Third Floor

**Collections:**  
 Special Collections (Main, Annex)  
 Norlin Stacks (3A)  
 Government Publications  
 Juvenile

Engineering Economics, Inc.  
 730 Sierra Street  
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 Suite 610  
 Denver, Colorado 80202  
 Phone: (303) 732-1001  
 Fax: (303) 732-1001

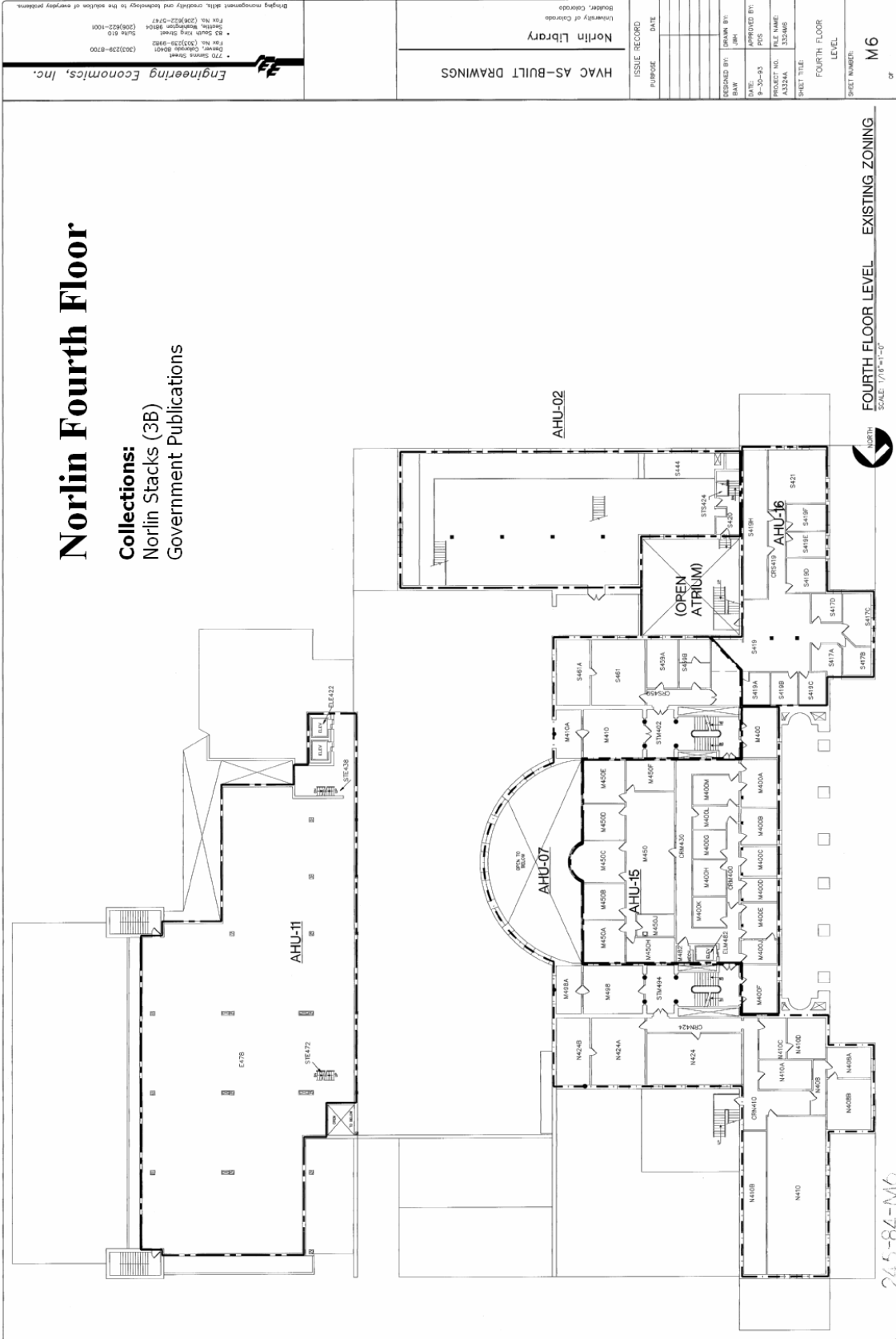
HVAC BALANCING DRAWINGS  
 Norlin Library  
 University of Colorado  
 Boulder, Colorado

ISSUE RECORD	DATE
PURPOSE	
DESIGNED BY:	BAW
DATE:	9-30-93
PROJECT NO.:	A33244
FILE NAME:	332-MHF5
SHEET TITLE:	THIRD FLOOR LEVEL
SHEET NUMBER:	M5



# Norlin Fourth Floor

**Collections:**  
Norlin Stacks (3B)  
Government Publications



FOURTH FLOOR LEVEL EXISTING ZONING  
SCALE: 1/8"=1'-0"

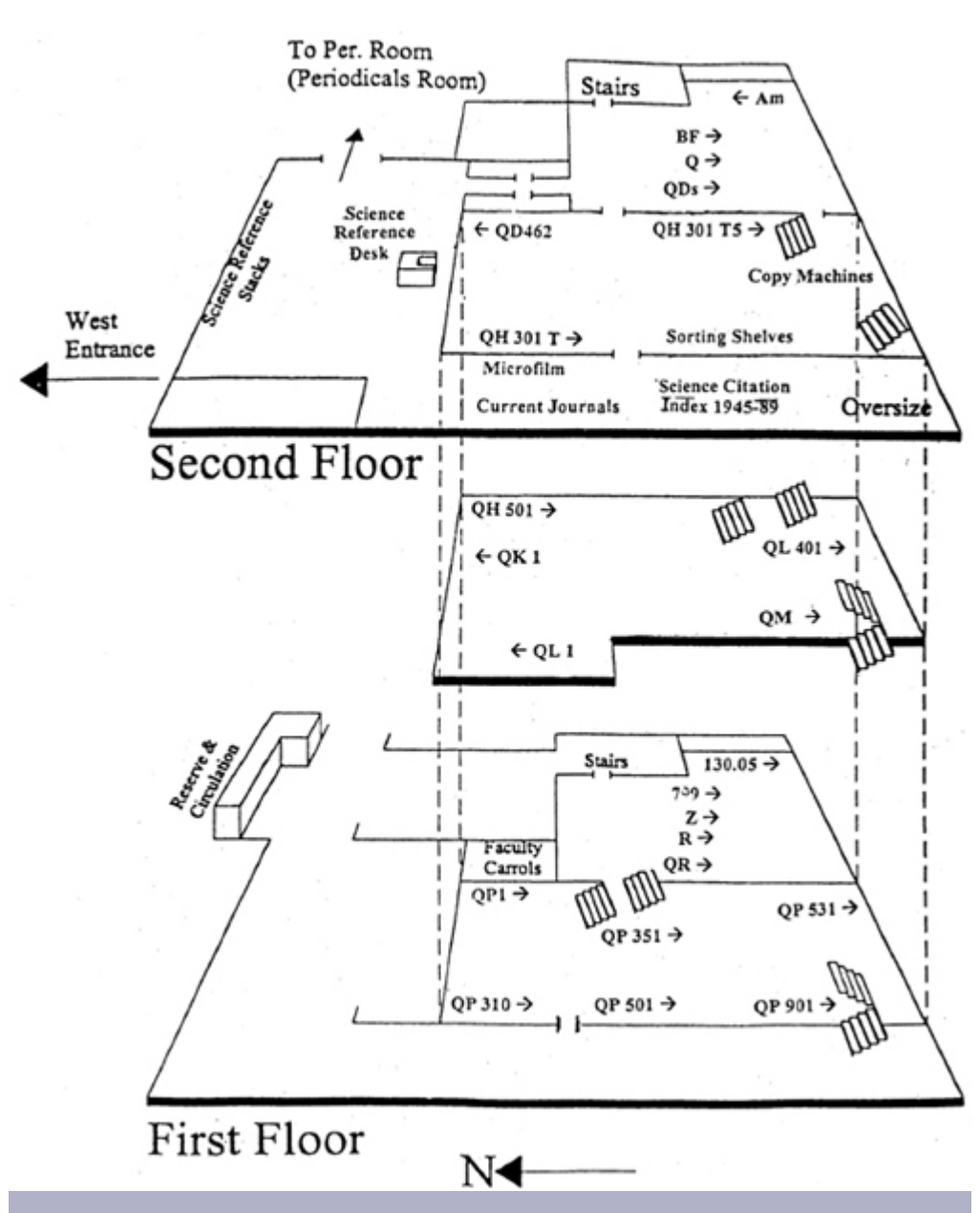
245-84-M6

Engineering Economics, Inc. 770 South Duane Denver, Colorado 80201 Tel No. (303)239-8700 Fax No. (303)239-8700 E-Mail: ee@eeinc.com		Bringing management skills, creativity and technology to the solution of everyday problems.	
HVAC AS-BUILT DRAWINGS		Norlin Library University of Colorado Boulder, Colorado	
ISSUE RECORD	DATE	DESIGNED BY:	DRAWN BY:
		JAN	JAN
		DATE:	APPROVED BY:
		9-26-85	POS
		PROJECT NO.:	FILE NAME:
		43224	43224
		SHEET TITLE:	FOURTH FLOOR
			LEVEL:
			M6
			SHEET NUMBER:



## 8.6 SCIENCE LIBRARY LAYOUT--NORLIN BUILDING— (South/South West of Norlin)

1<sup>ST</sup> FLOOR – 2<sup>ND</sup> FLOOR—WITH EXTRA TIER IN BETWEEN FLOORS



## 8.7 PASCAL – MAP TO PASCAL

<http://pascal.uchsc.edu/>

The street address is:

13001 E. 17th Place  
Aurora, CO 80011

### Directions

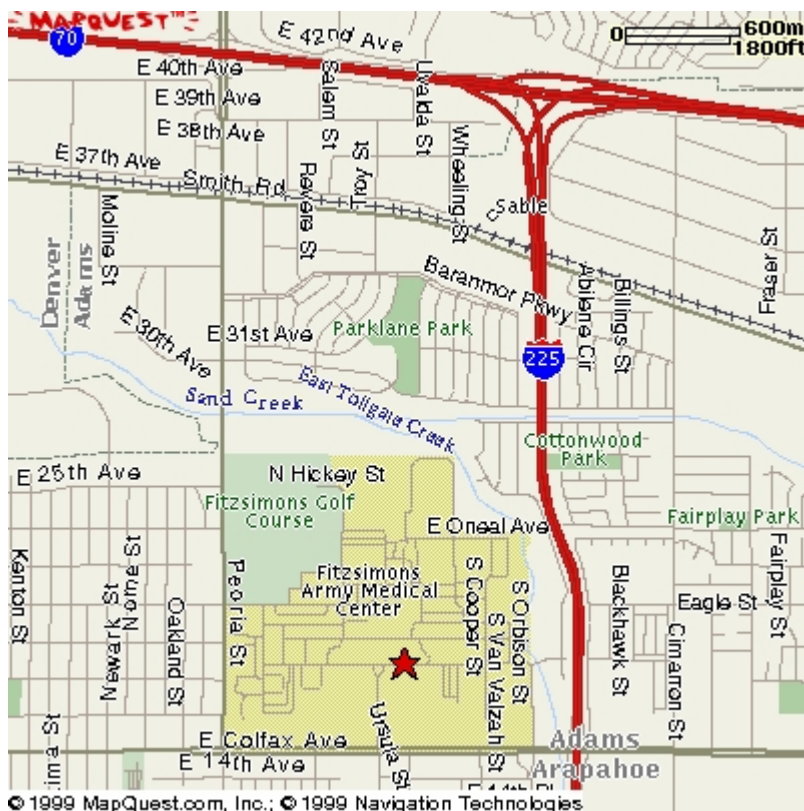
The campus is located in the east central part of the metro Denver area near (southwest of) the intersection of I-70 (east-west) and I-225 (a beltway running north-south at this point). The main entrance is north on Ursula St. from Colfax Ave. (which runs east-west). Ursula is between Peoria and I-225.

#### From downtown Denver

1. Take Colfax east for about 10 miles.
2. Turn left on Ursula Ave, just past Peoria and just before I-225.

#### From the airport

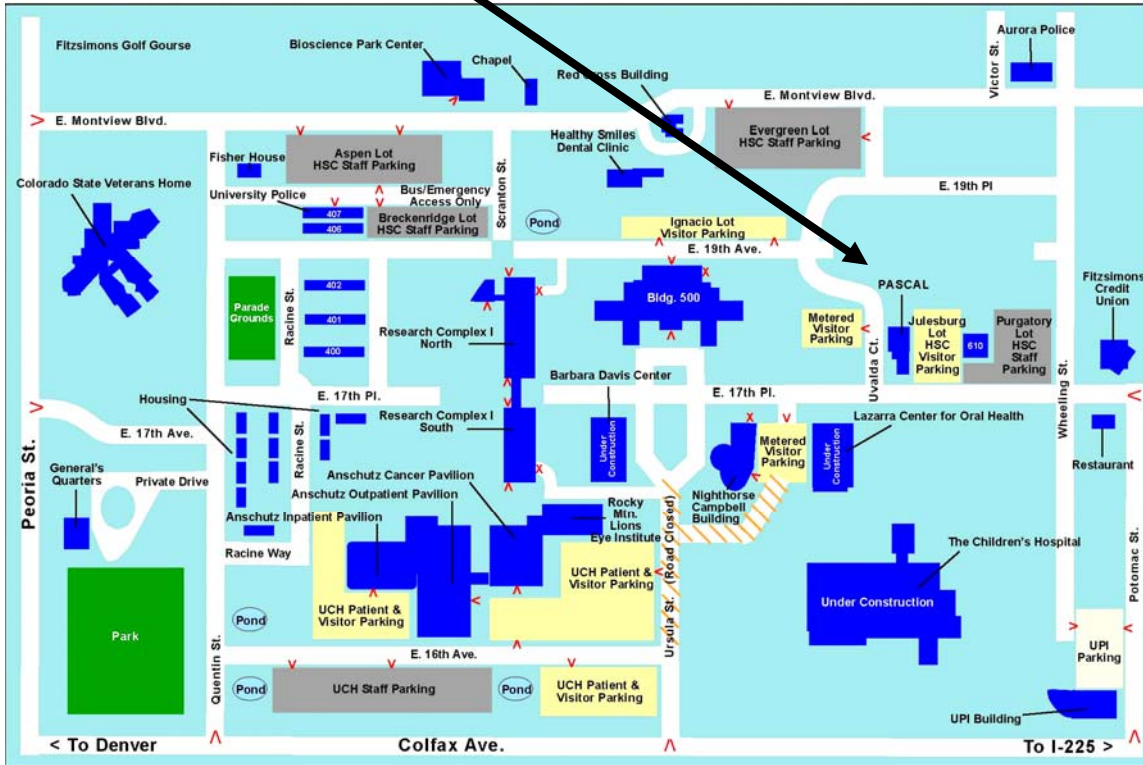
1. Take Pena Blvd south until it runs into I-70; head west.
2. Almost immediately there is a fork (left) to take I-225 south.
3. Take I-225 south about 1 mile to the first exit, Colfax.
4. Go right (west) about 2 blocks to Ursula Ave.
5. Turn right (north) onto the campus.





# University of Colorado at Denver and Health Sciences Center

## PASCAL on Campus Visitor Map



LEGEND X Loading Dock V Entry Point

## **SECTION 9: ACKNOWLEDGEMENTS**

Many, many people contributed to this plan. Advice from John Bruning, former Director of the Physical Plant for Facilities Management, and all his staff are thanked foremost for their easy cooperation. Also, the input from Sylvia Dane and the information gathered from her EMOG meetings and the time given to us by Gary Longfellow and Cindy Davis of University Risk Management is gratefully acknowledged.

The participation of Sgt. Gary Arai, CUPD was important in revising our *Emergency Quick Reference*. The assistance of Libraries' Campus Relations office, Deborah Fink and Missy Gray, in getting the *Quick Reference* nicely laid out and printed in a new format is appreciated.

Christine DeVries of the Preservation Department was very patient in proofing and making important suggestions to improve the organization of this document. Ruth Leahy, of Technical Services, assisted so many ways, all along the process. Imaging Services Copy Center made the copying and assembly of a complex document much easier than it could have been, and Michael Dombrowski is thanked for assembling the hard copy documents. John Dziadecki and Rani Machoi and the Systems Department have been indispensable for putting this document on the Web.

Finally, my participation in the Preservation Management Institute (Rutgers University), with funding from the National Endowment of the Humanities, was so important in producing this document and the first draft was the result of an assignment in that workshop. Patricia Morris, Faculty Director of the Preservation Department made me actually finish each draft and this one. Thanks.

Thanks all.

CS