

2006 SEAALL Institute, Thursday, April 6, 2006, Raleigh, N.C.

Prepare for the Worst, Hope for the Best: Disaster Preparedness and Recovery for Law Libraries

Selective Annotated Bibliography of Books and Articles

Alire, Camila, ed. *Library Disaster Planning and Recovery Handbook*. New York: Neal-Schuman, 2000.

The accounting of the Colorado State University Library flood of 1997. It covers technical services area, public service areas, and information technology.

Anglim, Christopher. *Survey on Emergency Preparedness Planning*. Briefs in Law Librarianship Series, Volume 3, Publication of AALL, Littleton, CO: Rothman, 2000. Results of a 1997 survey of law libraries on disaster preparedness.

Bowen, Laurel, et al. *Shelter from the Stormy Blast: A Guide to Disaster Recovery Resources for Georgia & the Southeast*. Atlanta, GA: Atlanta Regional Consortium for Higher Education & Southeastern Library Network, Inc., 1998.

This guide focuses on disaster recovery resources in the Southeastern U.S. Includes criteria for evaluating recovery vendors and services, and an annotated list of subject headings from the yellow pages to aid in identifying disaster-related products and services.

Breighner, Mary, William Payton, and Jeanne M. Drewes, Managing Ed. *Risk and Insurance Management Manual for Libraries*. ALA, 2005.

Covers the importance of risk management in preventing loss due from actions ranging from natural disasters to vandalism and terrorism.

Brooks, Constance. *Preservation Planning Program Guides: Disaster Preparedness*. Washington, DC: Association for Research Libraries, 1993.

This Preservation Planning Program resource guide is a useful compilation of hard-to-obtain resources to use as a starting point when beginning the disaster planning.

Disaster Recovery Journal.

A quarterly journal covering all aspects of disaster recovery, including electronic data and impact analysis. <http://www.drj.com>

Drewes, Jeanne, *Insurance/Risk Management Resources* at <http://www.lib.msu.edu/drewes/>

Fortson, Judith. *Disaster Planning and Recovery: A How-To-Do-It-Manual for Librarians and Archivists*. New York: Neal Schuman Pub., 1992.

Excellent, comprehensive guide. Covers: fire, water, earthquakes, recovery, plans, and managing the risk.

Halsted, Deborah D. ***Disaster Planning: A How-To-Do-It Manual for Librarians with Planning Templates***. New York: Neal-Schuman, 2005.
Includes a CD-ROM to help build a planning document.

Insuring and Valuing Research Library Collections. ARL Spec Kit 272, Association of Research Libraries, December 2002.
Covers replacement cost calculation and gift valuation.

Jones, Virginia A. and Kris E. Keyes. ***Emergency Management for Records and Information Programs***. Prairie Village, Kansas: ARMA, 2001.
Covers risk management, preparedness, recovery, and resumption of business.

Kahn, Miriam B. ***Protecting Your Library's Digital Sources: The Essential Guide to Planning and Preservation***. 2d ed. Chicago: ALA, 2004.
Includes disaster plans for hardware, data, and various checklists.

Kahn, Miriam B. ***Disaster Response and Planning for Libraries***. 2d ed. Chicago: American Library Association, 2003
A practical guide to disaster planning for libraries and cultural collections. Three case studies add a dose of reality to the procedures and guidelines. The checklists, forms, and procedures are easily adaptable to any library.

Kiernan, Vincent. "Ready for the Next Katrina?" Chronicle of Higher Education, Oct 10, 2005, http://www.loyno.edu/emersite/news_releases/readyfornextkatrina.htm
Covers disaster planning for computer networks.

Matthews, Graham & John Feather. ***Disaster Management for Libraries and Archives***. Ashgate, 2003.
Covers several topics, including psychological aspects of disaster management.

Myers, Kenneth N. ***Manager's Guide to Contingency Planning for Disasters***. 2nd ed. ARMA.
Provides sample computer contingency business continuity strategies and case studies.

SOLINET Preservation Services. "***The Invasion of the Giant Spore***." SOLINET Preservation Leaflet. Atlanta: SOLINET, January 1997. Available online at www.solinet.net/preservation/leaflets/leaflets_fs.cfm?leafletpgname=leaflets_templ.cfm?doc_id=122.
A comprehensive guide to the prevention and eradication of mold.

Techsoup: The Technology Place for Nonprofits. Next Steps: TechSoup's Katrina Relief Response. <http://www.techsoup.org/katrina/>
Guides to planning documents, listings of regional IT support resources and articles.

Trinkley, Michael. ***Can You Stand the Heat? A Fire Safety Primer for Libraries, Archives and Museums***. Atlanta, GA: Southeastern Library Network, 1993.
Practical introduction to all the major components of fire safety.

Trinkley, Michael. ***Hurricane! Surviving the Big One: A Primer for Libraries, Museums and Archives.*** 2nd ed. Columbia, SC: Chicora Foundation, 1998.
Provides information on how to survive a hurricane through appropriate planning. Topics include building design that resists the effects of hurricanes; retrofitting existing structures to improve survivability; the supplies your institution will need; and actions to take prior to, during and after the storm. Information is provided on recovery techniques and rebuilding after the storm.

WebJunction's Focus on Disaster Planning and Recovery for Libraries. 2005.
<http://webjunction.org/do/DisplayContent?id=11514>
A collection of resources to help your library prepare for and respond to disasters.

Wellheiser, Johanna and Jude Scott. ***An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centres.*** 2nd edition. Toronto: Scarecrow Press, Inc. and Canadian Archives Foundation, 2002.
One of the most practical and comprehensive manuals published on disaster prevention, planning, and recovery.

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