

POL-ADM.2018.82 Title: *Storage and Care of Materials*



Type: Administrative

Authority: CEO

Approval Date: 5-22-18

Associated Documents:

ADM.2018.82.01 Commitment Statement

In order to maintain a library, materials must be cared for properly by both staff and patrons.

ADM.2018.82.02 Inspections

1. Circulation is a natural time to ensure the longevity of materials. At this time staff shall:
 - 1.1. Check upon return from circulation the quality of the item, clean the book or media if necessary, or set aside to either repair or discard;
 - 1.2. Identify materials that should be removed from circulation and marked as reference due to replacement costs or out of stock status;
 - 1.3. Regularly check on the jacket covers to ensure they are secure;
 - 1.4. Repair the covers and/or binding of paperbacks to extend the life of the book.
2. In daily operational routines, staff should:
 - 2.1. Walk the collection daily so as to identify any problems in shelving;
 - 2.2. Restock forward facing content to promote circulation;
 - 2.3. Be vigilant not to allow patrons access to areas which are not for circulation;
 - 2.4. Inspect storage areas for excess heat or water leakage.

ADM.2018.82.03 Storage of Materials

1. Storage of materials not in use should:
 - 1.1. Only occur after the materials have been entered into the database and marked as "Storage";
 - 1.2. Marked as shadowed if not to be identified in an OPAC search;
 - 1.3. The boxes and/or shelves of the appropriate storage stack should be identified in order to easily find the stored materials.
2. Seasonal Materials & Donations:
 - 2.1. Donations may be stored in designated work zones. Larger donations should only be accepted when staff are available to immediately review the materials and sort for cataloguing, sale, or donation;
 - 2.2. Seasonal materials should be boxed and placed in designated storage rooms. Seasonal items MUST be cleaned prior to storage.

ADM.2018.82.04 Archival Materials

1. These materials should be protected from general handling;
2. All items should be stored or, if publicly displayed, placed in locked cases;
3. Air space should surround the book and books should not rest against the back of a cabinet or be tightly packed in boxes;
4. No spine labels, reference stickers, or insignia should be placed on the books;

5. Monthly the curator should inspect any publicly displayed materials and identify any deterioration, damage or concerns, and report to the CEO;
6. Archival materials which are not necessary in original format (e.g. newspapers) should be microfilmed or scanned so as to limit the amount of materials in storage;
7. Where possible, all accessed archival materials should be microfilmed or scanned so as to limit the direct contact by patrons;
8. Any vertical files should be digitized prior to public access to assure future access to these archival documents.

ADM.2018.82.05 Artifacts and Museum Collections

1. Storage of artifacts should be in a safe area such as secure staff zones which have:
 - 1.1. ample circulation or air;
 - 1.2. controlled light;
 - 1.3. controlled temperature;
 - 1.4. in the case of rare or delicate contents, a hermetically controlled environment;
 - 1.5. designated as collection storage only;
 - 1.6. enough space to store existing artifacts without crowding, and to accommodate projected future acquisitions and to mitigate damage;
 - 1.7. suitable and safe shelves, cabinets and artifact supports;
 - 1.8. restricted to access, allowing only designated appropriate staff
 - 1.9. a regular housekeeping schedule performed by staff or volunteers with the necessary training;
2. All items in storage should have a complete archival record of acquisition including relevant metadata and shelf location.
3. See also *Conservation and Exhibition*.

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Amended On: _____