

EMERGENCY CHECKLIST

What should you do following an emergency and access has been permitted into your library or archives?

All libraries and archives:

1. Consult your disaster plan.
2. Contact the library's insurance agent.
3. Assess the extent of the damage with the insurance agent unless you are given permission to proceed without the agent.
4. Determine what action should be taken to recover the affected materials and what supplies are needed.
5. Make a decision as to whether you feel you can handle the situation alone or whether you need outside assistance.
6. If the amount of affected materials is not large, and the staff feels able to handle the salvage themselves, contact the nearest site listed below for recovery supplies (Rescubes and ReactPaks).
7. Contact the MBLC for telephone and/or on-site assistance.
8. Contact a preservation professional for telephone and/or on-site assistance, or public libraries see below.

Public Libraries only (The following parts of the MBLC's Emergency Assistance Program are limited to public libraries:

1. If MBLC assistance is unavailable, call the Northeast Document Conservation Center at (855) 245-8303 (24 hours a day) for telephone and/or on-site assistance.
2. If the amount of damaged materials is substantial and beyond the capabilities of the library's staff, then designated MBLC or NEDCC staff can authorize a call to Polygon for packing, freezing and drying the materials.

For Emergency Assistance call:

Massachusetts Board of Library Commissioners

(617) 725-1860 or (800) 952-7403 (in-state)

If not available, then contact:

Northeast Document Conservation Center

(855) 245-8303 (24-hours a day)

Recovery Supplies are available at:

Memorial Hall Library, Andover
(978) 623-8400

Boston Public Library (617) 536-5400

Maxwell Library, Bridgewater
State University (508) 321-1392

Falmouth Public Library (508) 457-2555

Fitchburg Public Library (978) 829-1780

Greenfield Public Library (413) 772-1544

Hamilton-Wenham Public Library
(978) 468-5577

Nantucket Athenaeum (508) 228-1110

New Bedford Free Public Library
(508) 991-6275

Forbes Library, Northampton
(413) 584-8550

Berkshire Athenaeum, Pittsfield
(413) 499-9480

Thomas Crane Public Library, Quincy
(617) 376-1300

Quinsigamond Community College,
Alden Library, Circulation Desk
(508) 854-4581

Quinsigamond Community College,
Campus Police (508) 854-4221

Springfield City Library (413) 263-6800

Wellesley Free Library (781) 235-1610

West Tisbury Free Public Library
(508) 693-3366