

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**

**Final Program Narrative Report
(LSTA Form 9)**

Grant Information

Library Jurisdiction	Pacific Library Partnership
Project Title	California Preservation Program
Grant Award #	40-8269
Grant Period	2013/14
Amount of Grant Award	\$386,650
Amount of Grant Expended	\$386,650
Local Match	
In-Kind	\$253,326
Total Amount of Project (amount expended + match + in-kind)	\$639,976
Number of Persons Served (should not include total population of service area or potential population to be reached)	5,500

Project Director

Name	Linda Crowe
Title	Chief Executive Officer
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This report is due on the date listed in the LSTA Grant Guide for this project. Follow this link to view the Grant Guide. <http://www.library.ca.gov/grants/lsta/manage.html>

Email this report in "word format" to lsta@library.ca.gov then mail ORIGINAL and 2 copies to:

California State Library
P.O. Box 942837
Sacramento, CA 94237-0001
Attention: Fiscal Office - LSTA

SIGNATURE: _____ **DATE:** _____
(Please sign in blue ink)

Project Final Report

A final narrative report is required on the use of federal Library Services and Technology Act (LSTA) funds following the completion of a project during each project year. The information you report will be used to complete the California State Library report of how funds were expended. Excerpts from this report may be submitted to the Federal government in their evaluation, or may be published by the State Library or shared with other institutions. Please answer all of the questions thoroughly. Please attach any reproduction copies of photographs of project activities or media produced for the project.

Project Purpose

Include your program purpose statement here

The purpose of the California Preservation Program (CPP) is to help ensure that Californians have access to California's documentary heritage now and into the future. The CPP provides preservation information, education, and training services to California libraries with the goal of changing organizational behavior to improve protection and management of collections. The goals of the CPP's 5-year plan, 2013-2017, are achieved by the CPP Steering Committee using the activities and methods described below.

Project Activities and Methods

How did you accomplish the project? What were the steps involved? How did you engage the target audience?

** Denotes new project activity/output/outcome

CPP Core Program

- Provide 24/7 emergency phone service and on-site assistance to avoid disaster losses

There were three calls for emergency assistance. The Institute for Figuring in Los Angeles (soot/ash), the San Francisco Public Library (unknown liquid), and San Diego wildfire assistance. We would like to think that there were not more calls as a result of more institutions being proactive and taking steps to prevent emergency situations, through preparedness and attending disaster workshops throughout California!

- Develop and support regional disaster mutual aid networks to enhance institutional effectiveness

The Los Angeles Preservation Network (LAPNet) sponsored a half day hands-on salvage workshop conducted by Page on May 2nd. The Bay Area Mutual Aid Network (BAMAN) participated in the Petaluma "Protecting Cultural Collections" workshop September/November. Workshop information and assistance continues to be posted on the LAPNet and Inland Empire Libraries Disaster Response Network (IELDRN) websites, as well as to be posted through the listservs of BAMAN, SILDRN and SADRN (Sacramento) networks.

- Provide preservation reference service via telephone and email

In addition to the emergency calls for assistance noted above, the CPP consultants answered 90 requests for information, replies taking from 5 minutes to over one hour each. As the number of queries increases each year, it is clear that the CPP is providing a valuable resource of "just in time" assistance to heritage institutions when they are prepared to hear and act on advice and best practices. This also means that the consultants, especially Ogden and Page, are spending more of their time on serving in this capacity of information dissemination and referrals.

- Maintain web-based information at Calpreservation.org

The updated site is fully operational with a calendar of relevant California training events and links to Infopeople archived webinars sponsored by the CPP on digital preservation and preservation best practices.

- Develop and manage preservation workshops

Three ongoing workshops include one on disaster preparedness and writing disaster response plans for collections, another on testing plans and exploring inter-institutional collaboration to improve regional preparedness, and a third on preservation project development, including setting priorities, drafting plans of work, and identifying stakeholders. Outputs and outcomes are outlined below.

- Consult with institutions on request, often on preservation problems and project development

Participants in the workshops and institutions that received CPAP (described below) assessments frequently had questions about next steps in preservation program development and on supplies. Clearly CPP workshops and institutional assessments provide institutions with a context in which to engage collection preservation needs and help remove barriers to asking for continuing assistance.

- Manage specially funded preservation projects: NEH-funded WESTPAS, Getty-funded "C3", and IMLS-funded CAVPP projects

The NEH-funded WESTPAS and the Getty Foundation-funded C3 project dramatically increased the reach and impact of the CPP on preservation of California's heritage collections. The funding from these agencies complemented the CPP's funds to develop services and manage projects, enabling 11 workshops (16 days) to be delivered in California to 208 participants.

- Develop and evaluate the CPP (the key functions of the CPP Steering Committee (CPPSC))

The CPPSC reviewed progress with WESTPAS and the C3 projects, ensuring that they are meeting the needs of California's heritage institutions. Additionally, the CPPSC participated in the development of the California Preservation Assessment Project, including selection of awardees and in a review of titles to be included in the California Audiovisual Preservation Project.

In addition to Ogden and Page, current CPPSC members are: Susan Allen (CA Rare Books School), Celeste DeWald (CA Association of Museums), Charlie Dyer (DeFerrari Archive, Tuolumne County), Nancy Lenoil (CA State Archives), Mary Morganti (CA Historical Society), Kris Quist (CA State Parks), and Mark Roosa (Pepperdine University Library). Susan Hanks serves as Program Consultant and Darla Gunning (LDS).

- ** • Develop a partnership model between cultural and historic resources and emergency management for California counties**

Page is working with the San Diego County Office of Emergency Services (SDCOES) and established the San Diego County Cultural & Historic Resources (SDCCHR) group in 2012. Data from a detailed survey of SDC Cultural and Historic Resources is being gathered by SDCOES. Page represents CHR when the county Emergency Operations Center is activated in a disaster. In May, the EOC went to Level 3 activation; Page monitored the WebEOC for three days during extensive wildfires in San Diego County. SDCOES contacted her for fire cleanup information and distributed to affected institutions. Page contributed to and reviewed a SDCOES Annex for "Natural, Cultural and Historic Resources" and their Concept of Operations plan. Page was contacted by Los Angeles County OES and is currently working with them on contacts and documents for that region. A similar model is being pursued at the State OES level.

- ** • Deliver CALIPR and disaster preparedness sessions at ATALM.**

Three events were prepared and delivered at the Association of Tribal Archives, Libraries and Museums Conference in Palm Springs, June 9-12. Ogden presented a half-day workshop on evaluating the preservation needs of collections, attended by 6 conference attendees. Page led a hands-on salvage session with documents, photos and books, attended by 35, and participated in a panel on tribal disaster preparedness attended by 42.

California Preservation Assessment Project

- Provide in-depth assessment of the preservation needs of Californiana collections

CPAP service grants are having a decided impact on the behavior of recipient organizations. (See "Assess the success of the CPAP awards..." below.)

- ** • Review applications for service and deliver preservation assessments to 10 institutions**

A CPAP review committee of volunteers from the CPPSC (Susan Allen, Susan Hanks and Barclay Ogden) ranked the 17 applications and awarded assessments to 10 libraries:

- California Museum of Photography
- Claremont Heritage
- CSU Bakersfield
- Heritage Museum of Orange County
- History Center at San Luis Obispo

- Japanese American Museum of San Jose
- Oakland Aviation Museum
- Rancho Santa Ana Botanic Garden Library
- Tuolumne County Historical Society
- USS Hornet Archives

The 10 assessments were conducted by Allen and Ogden. All have been completed; the impact of the assessments and reports is being tracked for one year to determine outcomes and to help refine the assessment process for future awards.

With support from other funding sources (NEH Preservation Assistance grants), two additional collection preservation assessments were conducted this fiscal year: Fresno Public Library (Ogden), conducted in September, and Chapman University Library (Page), conducted in May.

- Produce management reports to assist changes in organizational behavior to improve care of collections

Two deadlines for CPAP applications were offered in December 5th and March 17th. A total of 17 applications were received. 10 awards were made and several applications will be carried forward to next year.

- ** • Assess the success of the CPAP awards to change organizational behavior of the recipient institutions

In January, Ogden surveyed the past recipients of CPAP awards, 25 to date, to ask for progress reports on the impact of the awards on their collection care activities. Findings are attached as anecdotal evidence of outcomes. Many recipients already have taken action, often by putting the reports on the agendas of the governing boards. An informal analysis of the responses did not surface any evidence of a relationship between likelihood of action and size, type, or location of the organization. Consequently, applications will continue to be evaluated on their merits as currently defined.

- Develop assessment tools, with an emphasis on completing PRISM

Programming for a laboratory version of PRISM has been completed. Thus far, nationwide insurance claims data for 2006-2010, FEMA data, USGS data, and UC claims data have been incorporated in PRISM's database. UC has been paying for the programmer, but progress has temporarily halted due to the departure of the assigned programmer. The next steps, to be taken as UC's schedule allows, are to debug the software, to test PRISM at UC libraries with known risk histories, to fill gaps in the hard data with expert opinion, and to invite other institutions to implement PRISM to gain the feedback and credibility of impartial users.

California Audiovisual Preservation Project (funded by NEH and IMLS; managed by the CPP)

- Invite CAVPP partners to select recordings to be preserved

77 partner institutions selected 1,700 recordings

- Manage digitization process (via vendors) and quality control

Ongoing – outputs/outcomes reported below.

- Upload digitized recordings to Internet Archive

Ongoing at the Internet Archive. Bibliographic records also are loaded to OCLC's Worldcat.

- Document standards and procedures for the preservation community

Done and added to CAVPP webpage; additions and updates are ongoing.

- Educate and assist partners, a welcome "fringe benefit" of participation in the project (See below.)

California Moving Image and Audio Collection Assessment Workshops

- Update and conduct statewide audiovisual collection assessment workshops

Four workshops were delivered in Fall, 2013, as part of outreach to the heritage community. In addition to training 113 participants from 74 institutions to assess their collection needs, the workshops yielded 52 additional partners for the CAVPP, a total of 77 to date. These partners are learning how to manage their audiovisual holdings and make them accessible over the Web. Outputs/outcomes are reported below.

CPP Best Practices Webinar

- Contract with CCAHA to produce a series of 4 one-hour webinars on best preservation practices

The CPP 4-part webinar series was coordinated by Page and presented in November/December by Laura Hartz-Stanton from the Conservation Center for Art and Historic Artifacts in Philadelphia. Adapted from her full day in-person workshop and coordinated through Infopeople for presentation, these webinars were accompanied by excellent resource documents and Powerpoint presentation, that held the interest and provided excellent basic information for all types and sizes of libraries.

- Deliver the webinar through Infopeople

The webinar series was excellently produced by Infopeople and is archived, continuing to get views. See links below to description and supplementary materials.

11/21/2013 Number Attended: 140

Preservation Best Practices: Fundamentals and Facilities

Link to description page: <https://infopeople.org/civicrm/event/info?reset=1&id=196>

Direct link to webinar in Adobe Connect: <http://infopeople.adobeconnect.com/p93ksp7ijzm>

12/10/2013 Number Attended: 78

Preservation Best Practices: The Role of Environment in Collections Care: Temperature & RH, Lighting, and Pest Management

Link to description page: <https://infopeople.org/civicrm/event/info?reset=1&id=197>

Direct link to webinar in Adobe Connect: <http://infopeople.adobeconnect.com/p7ytaowlkwq>

12/12/2013 Number Attended: 110

Preservation Best Practices: Collections Care: Handling, Access, Storage, and Exhibition

Link to description page: <https://infopeople.org/civicrm/event/info?reset=1&id=198>

Direct link to webinar in Adobe Connect: <http://infopeople.adobeconnect.com/p9ab9ho4e6n>

12/19/2013 Number Attended: 75

Preservation Best Practices: Planning and Prioritizing: Tools for Success

Link to description page: <https://infopeople.org/civicrm/event/info?reset=1&id=199>

Direct link to webinar in Adobe Connect: <http://infopeople.adobeconnect.com/p5zkcpsepsi>

Project Outputs

What was created for the project and how much? (For instance three promotional brochures were created and 75 copies distributed; or three training classes were designed; two sessions of each were held, and 80 people were trained)

- 90 queries were responded to by email, phone and at CLA
- 3 institutions were provided with assistance via the CPP 24/7 phone service
- 6 disaster preparedness workshops (11 days) were delivered
- 5 workshops were delivered on developing and funding preservation projects
- 2 heritage institutions received help from CPP consultants with NEH Preservation Assistance Grant applications for 2015
- 9 emergency mutual aid networks were supported, especially by disaster workshops and hands-on salvage training, serving over 200 institutions
- 10 library collections were assessed with reports including findings, recommendations, and justification
- 2 libraries received assessments supported by NEH PAG grants
- 1,700 additional AV recordings were selected, digitized, and are in the process of being uploaded to the

Internet Archive. The California Light and Sound collection now totals 3,000 recordings

- 1 library borrowed CPP monitoring equipment to build a case for environmental control
- 4 major grant-funded preservation projects (2 NEH, Getty, and IMLS) were managed by the CPP
- 300+ CPP service flyers were distributed and preservation promoted to attendees at CLA, SCA and ATALM
- 50 California libraries received training to assess their audio/moving image collections
- 4 one-hour webinars were produced on best preservation practices; the archived versions are accessible through Infopeople.

Project Outcomes (if applicable)

Please state the outcomes and the results of your evaluation.

- 400+ libraries, archives, museums, and historical societies are better protected in the event of an emergency affecting San Diego County due to the CPP's leadership in emergency preparedness activities
- 123 library staff members representing 67 institutions learned to better prepare their collections for emergencies
- 65 institutions wrote disaster plans to gain protection for their collections
- 79 staff and representing 62 institutions learned to develop and fund preservation projects
- 4 networks further enhanced their regional preparedness through networking and co-sponsorship of disaster workshops
- 6 libraries and archives applied for grant funding following the preservation project development workshop series January-March 2014
- 55 libraries have taken first steps to engage in audiovisual preservation activities and saved 1,700 historic California AV recordings, which are accessible via the internet
- All Californians have access to more than 1,300 historic California AV recordings preserved and made available via the internet, with 1,700 more in process
- 74 California libraries and archives (119 individuals) increased their knowledge of audiovisual collections, including current trends in preservation/digitization, and learned to identify and prioritize for digitization at risk materials of importance to California history
- 403 people attended (live) the webinars on best preservation practices and improved care of their collections

Additional Project Outcomes

Please state any additional intended or unintended outcomes and what data sources you used.

San Diego County Office of Emergency Services has teamed with the CPP to develop a survey for cultural and historic resources (CHR) in the region. Page has organized meetings with regional CHR with the goal of improving the County's response and recovery efforts. The survey was distributed in San Diego in early 2013, and Page is working with the SDCOES to use an intern to contact and complete surveys for as many as possible of the 400+ CHR in the County.

A proposal for including heritage institutions in emergency management plans has been endorsed by the "cultural cabinet" and CalOES is making plans to include an Annex for CHR in the State emergency response plan.

Anecdotal Information

Tell us a story. Give two or more examples of how the project has helped an individual or group in your community.

The CAVPP is providing participants with an incentive and the confidence to undertake preservation of their audiovisual holdings with their own funds. For example, the Ontario City Library caught the attention of the City Council, which has underwritten additional preservation of the city's audiovisual heritage based on their participation in the CAVPP.

The CPP efforts to build relationships between libraries, archives and museums and the larger community of emergency management and first responders has received a boost this year from the strong interest of the San Diego County Office of Emergency Services, the Los Angeles County Office of Emergency Management, and the California Governor's Office of Emergency Services. With the goal of improving preparedness, response and recovery efforts for cultural and historic resources (CHR), the CPP's leadership will serve as a model for other counties in coming years. The ultimate "preservation" is the protection of these cultural collections.

Exemplary Project

If you feel your project was exemplary and others could learn from it and replicate it, please tell us why.

The impact of the CPP on the West and the Pacific through its leadership of the Western States and Territories Preservation Assistance Service (WESTPAS) is unprecedented, and its service as a model statewide program for the nation is evident from parts of it being copied and implemented by other states and regional centers. WESTPAS workshops have had an unprecedented impact on preservation of collections in the West and the Pacific. Currently, it is exploring "hybrid" workshop models of part webinar and part in-person workshops to improve its reach into the very large rural areas served by the Project.

FEEDBACK FOR THE CALIFORNIA STATE LIBRARY ON THE GRANT PROCESS

We want to learn and improve our grant processes. Please let us know what worked and what we could do differently to make it a better experience. Thank you!

The LDS liaisons have greatly facilitated the progress of the California Preservation Program as well as improved its integration with other CSL-sponsored programs, including Infopeople, Califa, Rural Libraries, and Tribal Libraries. The opportunity to participate in statewide digitization planning is proving to be invaluable to help guide the integration of the CPP's work with statewide goals for improved access to information. As co-coordinators of the CPP, Ogden and Page very much appreciate the staff time and commitment LDS has invested in the success of the CPP, achieving desired outcomes for California, and providing leadership for the nation.

29 Jan 2014

To: CPP Steering Cttee.

Fr: Barclay

Re: Progress reports from libraries and archives that received California Preservation Assessment Project (CPAP) awards

Twenty five institutions have received awards in the first two years of the CPAP; all responded to my request for a progress report. I compiled below their responses, thinking you might want to read through them quickly.

The very high levels of outcomes, i.e., changes the organization has made to improve care of collections, reported by some of the organizations caught my attention, so I started looking for evidence of key drivers of change in the assessment program we offer. Susan A., Julie, Kris, Pamela Vadakan, Gawain Weaver, and I delivered assessments; here are my several observations:

1. The action-oriented format of the reports (finding/recommendation/justification) facilitated subsequent implementation.
2. Emphasizing actions that can be undertaken without outside funding contributed to institutional progress. (Some version of low-hanging fruit?)
3. The considerable administrative experience of the consultants contributed to the authority of the reports. Combined with interviewing the director as an element of the site visit, the capability of the consultants to address organizational issues peripheral to collection care helped remove institutional roadblocks to improved collection care.
4. All types and sizes of institutions to which awards were made had exemplars of very high outcomes, making type or size of organization not a reliable predictor of organizations likely to generate future outcomes.

I'm impressed and pleased by the accomplishments of the CPAP to date. I hope you are, too!

Contra Costa County Library

The assessment and workshop were extremely valuable to us, particularly in updating our procedures for storage/access and planning our local history preservation project. We were so pleased to be able to invite to the workshop some of our community partners, who greatly benefitted as well. These opportunities helped bring about the following:

- 1) We wrote a successful LSTA grant to create a local history database called Remember & Go, which will feature images of objects and ephemera from community partners such as historical societies and museums, as well as the library's collections of art and local history materials.
- 2) We adjusted the temperature and humidity levels in our vault storage area to meet your recommendations. We also acquired a handheld temp/humidity gauge to better monitor conditions.
- 3) We acquired archival quality folders and inserts for our clipping/ephemera collections, and are in the process of replacing the old folders.
- 4) We are in the process of obtaining permission to digitize and display our clippings from the Contra Costa Times (roughly 75% of our clippings collection) in the database.
- 5) We have sent our map collection to be digitized, and will display the files in the database.
- 6) We are in the process of finding space to rehouse some of our older, more fragile materials away from the upstairs mezzanine (which gets warmer than is ideal for these collections).
- 7) We are investigating various online archive sites in order to have our local directories and other rare books digitized.

- 8) As part of the grant project, we have acquired a flatbed scanner, which we will use to digitize many of our clippings, bound newspapers, and the Thomas Brown papers.
- 9) We have created updated inventories of the local history collections and the art collections of each library, including Pleasant Hill.
- 10) We have created a pocket plan template with location maps and salvage priorities, which will be adapted for each library location.
- 11) We are talking with the County about upgrading the libraries' fire detection/suppression systems.
- 12) We have written a new materials' handling and patron access procedure for items in the Vault.
- 13) We determined that our County insurance policy covers the services of a restoration company in the event of a disaster.

Other local institutions:

- 1) The Contra Costa County Historical society, after learning of the assessment you did for us and all we learned from it, sought their own collection assessment.
- 2) Eight museums/historical societies attended the workshop and created pocket plans.
- 3) The Shadelands Museum/Walnut Creek Historical Society (who attended the workshop) is going to become one of our database content partners.

Thank you so much for everything!

Jenna Skinner

Collection Development Librarian

Fremont Museum of Local History

The Preservation Assessment findings report based on the September 6, 2013 visit has been an enormous help to our organization. As a small organization of volunteers we struggle to meet the varied needs for preservation of our Museum and Collections. The CPAP report has helped us organize and prioritize a comprehensive plan for the Museum and Collections. Implementation of the plan is key and CPAP has helped broaden our approach in working with the city. We are at the beginning of our closer communications with the city but anticipate good cooperation based on clear, well planned and implementable goals.

To me a key strength of the CPAP report is the detailed actions that can be done quickly so that members and board members see near immediate improvements. Some recommended actions will take more time, so it is helpful to have a short and longer term approach to the efforts.

I was very pleased with the assessment process. We had a number of members who were reticent about an outside organization understanding our unique needs. To a person, every member was impressed with the knowledge and preservation background that our representative (Barclay Ogden) brought to the assessment process. Our organization's interactions with the CPAP report has been a step by step change for improving the way we operate. I've seen a higher level of interest in the smaller processes that make up the larger framework of our organization. I listed some but not all the work that our organization has implemented based on the CPAP report.

- Pocket Response Plan for Collections has been produced and disseminated.
- A remote and on site Emergency Disaster Preparedness doc/binder has been produced that covers additional information or help that may be needed in an emergency situation.
- 2 MLH members have participated in the two day Protecting Cultural Collections program that has been a great fit and addition to the CPAP Assessment Report.
- We have met with our local Fire Department and have arranged for fire extinguisher training and a discussion about installing a KNOX box at our facility.
- Ongoing meetings with appropriate Parks and Recreation to develop future city tour projects.
- Recommended actions that have high associated cost of implementation will be reviewed annually for feasibility and to develop alternate methods of funding to address the issues.

Gil Garza,
President

Santa Rosa Junior College

Recommendation #1a: Consider adopting a simple and compact disaster plan format.

Amy will be taking the Disaster Preparedness Workshop for Cultural Collections this Fall.

Recommendation #1b: Assign maintenance of the plan to a staff member and include it in the staff member's performance evaluations. Amy will be in charge of maintaining the disaster plan.

Recommendation #1c: Mount staff education and training events on disaster preparedness and response. Planned yearly training for each September.

Recommendation #1d: Purchase a small cache of emergency supplies. Amy completed this task in Summer 2013.

Recommendation #1e: Investigate pre-registration agreements with commercial disaster response and collection salvage companies. No action.

Recommendation #1f: Determine if College's property insurance policy includes coverage for post-disaster salvage of documents in the Archives' collections. Inquiries sent out to Susan St. Clair in October 2013.

Recommendation #2: Continue work to appraise, process, and properly house the unprocessed collections. Amy is working on this in an ongoing capacity.

Recommendation #3a: Re-key the archives storage room and distribute keys only to staff members who need access to collections. No action.

Recommendation #2b: Consider installing an intrusion detection system wired in to the central station alarm system monitored by campus security. No action. May not be necessary.

Recommendation #4a: Install "data loggers" to create a continuous record of temperature and relative humidity to assist facilities' staff in managing the HVAC system. Data logger ordered October 2013.

Recommendation #4b: As part of the future build out of the Archives program, consider specifying that storage conditions be as close to optimal as possible for extending the service life of the collection. No action.

Recommendation #5: Ask the facilities staff to place insect traps in the archives as an "early warning" system should insects begin to infest the collection. Amy is starting an Integrated Pest Management program in Fall 2013.

Recommendation #6a: Digitize newsprint-based materials to increase their discoverability and online searchability as well as to preserve the information content. Amy is working with Marc Berger and Digital Asset Management Task Force to come up with solutions. This extends to the photograph collection as well.

Recommendation #6b: Digitize all analog audiovisual recordings that need to be maintained in the collections. Materials taken to Media Services in October 2013.

Recommendation #6c: Continue to use archivally sound photographic enclosures for long term storage. Currently in practice.

The assessment was invaluable both in helping us to prioritize our actions within Archives as well as providing a professional source for justifying the work that we do in our department.

Amy Malaise
Archivist

Pasadena Museum of History

Our assessment uncovered some fairly steep challenges to the preservation environment of our photographic collections - challenges that had gone unnoticed despite a previous general collections assessment. From the start, both you and Gawain focused on practical, low-cost methods of addressing these challenges. This approach is absolutely necessary to an institution our size and is more likely to enable us to reach a sustainable solution.

We have a large collection of photographic negatives which are deteriorating rapidly, and contributing to a poor preservation environment within our storage space. Gawain recommended that we purchase more accurate data monitors, install a humidistat control on our A/C system, and freeze the negatives. Using Gawain's report, we gave a detailed presentation of our needs to our Board in March last year. We obtained funding for the first two recommendations from a donation from a Board member, and recently another Board member donated a 2nd hand freezer to us. This is a small start (eventually we need up to 11 freezers total), but a positive one!

Actually, a slower accrual of freezers benefits us as we need time to figure out where to place them, how to monitor them and how to cope with the increased energy bills.

We are so very grateful for CPP program for focusing on smaller institutions, who often have such rich treasures, but don't have the staffing to compete in the national grant pool. I greatly appreciated the time you took to identify our problems and offer workable solutions, based on the realities of our funding and institutional size.

Laura Verlaque
Director of Collections

El Segundo PL

Steps Taken After Receiving CPAP Final Report August 26, 2012:

I (Mark Herbert) met with the El Segundo Historical Committee members at their regular monthly meeting on October 4, 2012 to provide them with an overview of the assessment findings. We went over Susan Allen's recommendations in detail and they were well received.

The first task to be completed was the installation of UV filters on the Heritage Room's windows. The UV protection was a very important issue as a number of the collection's items are on display in a room that receives early to mid-day sunlight. The installation went well, the room is just as well lit as before, and the collection is protected from potential sun damage.

After the Historical Committee meeting, the members acquired a supply of acid-free paper for photocopying newspaper clippings. To this point, many of the clippings were copied on regular paper and were subject to deterioration over time. Copying current clippings and retroactively transferring older copies to acid-free paper is crucial to preserving these documents.

Two recommendations that have not yet been acted on, but are a priority for the Historical Committee, are the acquisition of a hygrothermograph and establishing new sign-in and use policies. Committee members recognized that temperature and humidity could be an issue in the Heritage Room, and discussed purchasing a hygrothermograph as recommended by Ms. Allen. Similarly the Committee discussed changes to the sign-in log and use policy as a better way of record-keeping.

Ms. Allen's report identified a number of key issues that are vital to the preservation of this collection and we are grateful for her assistance.

Debra Brighton,
Director of Library Services

San José Public Library- California Room

Finding: In the event of water disaster, the collections would be at risk of significant loss

Recommendations:

1b. Consider adopting a simple and compact disaster response plan format

Action: A pocket disaster plan was written

1e. Use blocks, even the lengths of wooden 2x4's observed in the storage areas, to lift off the floor the framed documents and works of art in storage

Action: The 2x4's were added to lift art off the floor

Finding: Staff noted a few instances of theft of materials from the California Room collections

Recommendations:

3a. Develop a set of user policies and practices consistent with the value and irreplaceability of the California Room collections

Action: A user policy was established for vault items that a customer must leave a driver's license at the front desk and vault items must be in view at all times

Finding: Overall, the collections are in very good, serviceable condition, allowing preservation attention to be sharply focused on narrow areas of collection need

Recommendations:

5a. Continue to repair in-house as needed to avoid further damage

Action: The CA Room is in the process of shelf reading all the books publicly available and items in need of repair are pulled and repaired

5c. Consider creating a digitization program designed in part to address access to fragile original materials

Action: Some of our most valuable and fragile material has been digitized this year: pre-statehood Pueblo Papers Collection and an Overland Diary. We are continuing to have digitization as a priority and we are in the process of hiring archivist Graduate student interns to assist.

The CPP report is immensely helpful in not only pinpointing areas of improvement but it also provides staff with a roadmap to preserve California Room collections for years to come. The report was very thorough and the recommendations were clear and prudent. We will continue to implement other recommendations in the report as staff and funding limitations allow.

Margaret Yamasaki
Acting Senior Librarian

Palm Springs Historical Society

The CPP program has already brought the Palm Springs Historical Society excellent results! On the basis of the assessment and report, we were awarded this month a Community Spotlight grant from the local CBS station in conjunction with the H. N. and Frances C. Berger Foundation. The purpose of this \$25,000.00 grant is to implement the suggestions and guidelines for preservation of our collections found in the CPP assessment and report.

Secondly, we have submitted the assessment report to the City of Palm Springs. They were able to use it to determine the best systems for HVAC, electrical, fire suppression and lighting that they will be installing in the historic building that is slated to become the site of our archives, research library and business offices sometime later this year. To have everything spelled out in the report was extremely helpful to all involved.

We were enlightened and impressed with the insight and hard work of Dr. Susan Allen. She was able to zero in on the problems and strengths of our museums and collections in a way that was thorough and easy to

understand. We look forward to the implementation, as funds allow, of all the guidelines found in the report, and thank CPP for the opportunity!

Jeri Vogelsang
Director/Curator

Santa Cruz Public Libraries

The most important result of the preservation needs assessment has been the significant increase in awareness of the need for preservation among all staff and the library board. The needs assessment report, along with an in-house report, was presented to the Library Joint Powers Board, and the report's recommendations have been incorporated into a recently-completed long-range facilities plan.

The importance of protecting unique local materials is now explicitly acknowledged, and several steps are underway to ensure preservation:

1. A local history room was recently designated, and while small, is an important first step in gathering together local resources in one secure place.
2. Some videos on VHS, specifically several oral history interviews, have been converted to DVD, and there are plans to continue this conversion on all locally produced videos.
3. Over 5000 items have been digitized from a local history collection related to the history of the San Lorenzo Valley, and digitizing and indexing continues on this project.
4. 2014 will see the roll-out of a new local history website based on the Omeka open-source software. This will permit conversion of several local databases into one uniform, searchable collection and will facilitate adding even more local content.
5. A review of the Storage collection, consisting primarily of local government documents, was completed. This ensured that all items are properly cataloged with correct shelving locations, and is an important first step in preserving these materials.
6. A pilot project is underway to copy and scan the newspaper clipping files. After this small test is completed we will investigate funding sources to preserve the entire collection of over 50,000 items.
7. The conversion of the local newspapers on microfilm (dating back to 1856) to digital format is being investigated.
8. Two staff members completed some basic training on preservation. One completed the ALA course "Fundamentals of Preservation" and the other completed the InfoPeople/California Preservation Program series "Library Preservation." Three staff have visited the archives of the Santa Cruz Museum of Art and History, and they plan to visit the special collections at UCSC this year.

A year into our preservation efforts we are still in the early stages of what needs to be done, and are exploring the best ways to move forward. Through the California Preservation Program and the training we are beginning to identify specialists and other resources we can consult. Before the site visit we had not heard of the California Preservation Program, and we now appreciate the efforts of the State Library to help us preserve our unique local materials.

Deborah Lipoma
Librarian

Allan Hancock

I have consulted with faculty librarian Sandra Bierdzinski, and we feel the following are some of the benefits that have resulted from our CPAP experience:

- We received fire extinguishers as a direct result of safety concerns in the report, and are still working with our plant services division on some other physical upgrades, including new shelving
- We were able to nominate and have accepted some Hancock recordings for the California Audiovisual Preservation Project

- The report gives us a strong basis for applying for other grants. We were in the process of applying for an NEH grant with a historical museum partner when they withdrew, but we'll try again.
- We are using district supply funds for archival supplies, even though it is not a separate line-item budget. It would be difficult to get a line item, as supplies of all kinds are covered under one budget code.
- Archival materials are still being transferred from the less acceptable storage noted in the report to our library facility.

These are all concrete examples. I also think the report generally heightened our awareness of needed actions, especially in the safety area.

Nancy Meddings
Dean, Academic Affairs

Alhambra Civic Center Library

Of the actions we have taken, the most important is of course, making sure that our historical and unique collections are included in all aspects of planning (space planning, collection preservation, etc.) We are also going to include education for staff as an element, and will be viewing the recently archived preservation webinars as part of that. We will also seek to explore the possibilities of digitization for those materials unique to Alhambra and in the greatest danger of loss and/or deterioration. Susan's report and visit were a great motivator to re-examine our collections and to provide us with expert assessment of the condition of the materials and steps to insure that they will remain in the best possible condition in the future. It was a pleasure and of great value to be included in the project.

Nancy Hoven
Library Services Manager

LA Metro

Since receiving the Risk Assessment written by Susan Allen in August 2013, we have begun to implement the recommended changes. While it is still too early to fully realize the benefits of these changes, the Risk Assessment Report has given us a guideline to follow while continuing to better preserve the material in our archival collection.

The first recommendation in the report was to create a written disaster response and salvage plan. The first draft of this plan was completed in September 2013 and is currently under review.

Another recommendation was to improve the environmental conditions of the archive for better preservation of the material. As a start, we have begun monitoring the temperature and humidity of the archives room in order to evaluate the changes that will need to be made in order to keep the climate stable and more appropriate for paper and photographic material. Staff workspace and collection storage space are now completely separated so instead of trying to achieve the compromise temperature of 68-70 degrees Fahrenheit, we are working to get the temperature below 60 degrees Fahrenheit.

Susan's suggestion to re-house unprotected photographs in Mylar sleeves was a very practical one. While many of our photographs were in protective sleeves, Susan estimated that about 27% were still in need of protection. Susan also suggested taking care of this task systematically over time. Since we are also in the process of digitizing photographs and uploading them into Archon, the archivist has been placing unprotected photographs into sleeves while going through folders of photographs that are to be scanned. Combining re-housing with the scanning project requires very little additional time or resources and ensures that each photograph requiring a Mylar sleeve will be protected.

To begin on following the recommendation to seek education and training for staff on digital preservation, the archivist has taken one of the Digital Archives Specialist Certification courses offered by the Society of American Archivists. This course, titled *Digital Archives and Libraries* went over digital repository planning and digital preservation including practical issues such as creating workflows and costs.

Susan's recommendations concerning the Library's budget will be incorporated into budget planning for Fiscal Year 2015. This process begins in February 2014 and we are planning to use the justifications for the recommendations presented to us in the Risk Assessment Report as a guide in our capital operating and personnel requests. This includes adding a line item to the library budget to fund supplies for emergency response, to procure disaster training for library staff, to increase the line item in the library's budget to fund preservation supplies, and to advocate for a permanent full-time archivist position

The Risk Assessment Report we have received from Susan Allen as part of our participation in the California Preservation Program has served as a guide for long-term preservation planning in the Los Angeles County Metropolitan Transportation Authority Research Library and Archive. The report has given us clear steps to follow to improve our methods of caring for our archival material. We have begun to take some of these steps and are working to meet the rest of the recommendations. By taking the actions advised in the Risk Assessment Report, we hope to continue to serve as a valuable source for transportation history well into the future.

Denise Villegas
Los Angeles County Metropolitan Transportation Authority
Research Library and Archive

Contra Costa County Historical Society

We were very happy to have the opportunity for Barclay's assessment and have found his recommendations to be clear, insightful, and fairly easy to implement. We were especially thankful for his consideration of the CCCHS budget in his thoughts about how we might prioritize our needs. I can't thank Barclay and the California Preservation Program enough for his report. Our progress report follows:

1a-c) Adopt a simple and compact disaster response plan format: Our treasurer and I participated in the California Preservation Plan's two-part workshop in Pleasant Hill on September 17 and November 12. The result is a compact disaster plan. For now, I will be in charge of maintenance of the plan. We have held fire extinguisher drills for all of our volunteers.

1d-e) We still need to purchase disaster response supplies and to investigate pre-registration agreements with companies such as Belfor. I plan to have these elements taken care of by the end of April.

1f) Pending response from insurance company, this confirmation is still being worked on.

2a) Install automatic detection system... Plans are underway to get such a system installed.

Approximate cost: \$12,000.

2b,d) Create compartmentalization. Close mechanical room door. These have been accomplished!

3a,b) Extend collection access practices... Reroute foot traffic. To a great extent, we have managed this. We still need to make even further progress on these recommendations, though.

4) Optimize environmental conditions. We have successfully created climate control, lowering all archival areas to 60 and keeping the staff and personnel areas at 68 and closing all storage room doors. We have not yet invested in dataloggers, though I have priced them and put them on our "most wanted" list. I hope we will have them in place when summer temperatures come into play, by August at latest.

4d, e, and f) have not yet been implemented, although 4g – turning off lights in collection storage rooms when they are not in use has.

5) Protections from potential water damage: 5a and 5b have not yet been implemented. A target date for the shelving and cabinet raising is June of this year.

6a) has not been implemented; we need a new Xerox machine that does not break down with the regularity that the one we have now does. Such a machine has been placed on the "most wanted" list. This project has been placed at the top of the list of projects to be started in 2014.

6b) is being implemented using our new large format scanner. So far, 5 folios of the Contra Gazette, including the years 1866-1877 have been scanned and a finding aid for the newspaper collection in general is in progress, projected to be completed before the end of July.

6c,d, f&g) are all projects that still need to be scheduled. Installing the end panels in Room 6 and other rooms is being prioritized. I hope to have them done before the end of March.

Re 6e), we were able to order a large amount of protective enclosures at the end of 2013, so we will be able to continue our practice of using protective enclosures for long-term storage.

6h) – Naturalization books - We would like to get this project started, but are stymied by not being able to find clamshell boxes, preferably with rings, in which to insert the usually 4 ring post binders the documents are now in.

6i,j,k) – The projects are still being scheduled.

Once again, we are so happy that Barclay came and made his report. That report is probably the most valuable document with respect to archival preservation that we have ever received!

Priscilla A. Couden, Ph.D.
Executive Director

Holy Names University

The preservation assessment grant was an invaluable first step for our collection. It has been an integral building block (no pun intended!) to a project plan to lead us to the library's first-ever renovation in its 55 years of existence on this site. It was also instructive for campus stakeholders who were unaware of the complexity of managing these special materials. The assessment also served a much broader purpose of helping us realize how important it is to have disaster response readiness for all of our collections, as well as our personnel. The assessment was invaluable.

Karen G. Schneider
University Librarian

San Joaquin County Historical Society and Museum

Six years ago, the San Joaquin County Historical Society and Museum underwent a major change in personnel and management. Barclay Ogden arrived at the Museum just as members of the staff, all of whom (unlike their predecessors) had professional training, were well on their way to digging out of the disarray they had initially encountered.

The Preservation Needs Assessment he prepared has served several important purposes. First, it has affirmed a number of remedial measures already taken, for example, with climate control and disaster preparedness. Second, it has provided valuable advice on preservation needs related to the Museum's map collection and rare books that still need to be taken and that can be addressed with limited funding. Third, it has given museum staff a framework for creating a strategy to address other, more significant preservation issues-like lack of sufficient storage space-that may take years or decades to resolve.

The Museum's Preservation Needs Assessment has given its staff a much-needed professional vote of confidence. Not only does it assure the public of the staff's professionalism, it also helps ensure adherence to archival best practices and adds credibility to analyses whose resolution will require major external fundraising efforts.

Leigh Johnsen
Archivist/Librarian

Butte County Library

The assessment helped us realize the size and complexity of our preservation needs and helped us make the preservation of our collection a priority. We'll be using the assessment as part of a strategy to digitize our collection, and the report will be used to seek grant money as well as the support of our Friends of the Library groups. Our County Librarian plans to apply for LSTA funds to outsource our digitization and microfilming.

It helped increase our staff's overall awareness of and appreciation for how valuable our collection really is, and how lucky we are to have it both as Library employees and as residents of our area. We're looking forward to having it digitized and being able to share its wealth of accumulated history with the world.

I'll be attending the March 5 Grantwriting workshop in Napa, and Mel has asked if I'll help write the grant to seek digitization funding.

Sky Campbell
Butte County Library

San Rafael Public Library

The benefit of the CPAP assessment project was that it helped to clarify for us the materials we have that are worthy of preservation and identified that our storage capacity for historical materials was lacking. The short term benefit was in determining the need for a digitization system/software (e.g. laserfiche) as a preservation avenue. The long term benefit is that as we start planning for a new building that we include proper space for preservation.

We were grateful to be part of the CPAP project and we found the assessment to be educationally beneficial.

William Calhoun
Librarian

Glendale Public Library

Special Collections staff (and library staff in general), have participated in 2 disaster preparedness workshops (1c), and in the process have crafted disaster response and recover plans (1a). Staff have made recommendations for the same at the Brand Library, and the Special Collections plans will be revised as needed following an anticipated Central Library remodel, beginning in 2014-15. Disaster supplies and locations have been reviewed (1b) and noted on our disaster response plan, and annual funding has been approved for the acquisition and upkeep of disaster supplies (1d).

The Special Collections Room has undertaken the de-accessioning of our Cat Collection and has created a local history-specific collection development policy, which will further help in weeding to clear necessary storage space for local history materials (2d). The storage cages are in the process of being reviewed (2e). Materials that are to be retained following the review will be moved into Special Collections prior to the Central Library renovation.

Some funding has been made available for preservation supplies (3c), and discussions have taken place regarding options for the newspaper clippings collection. It is hoped that a combination of digitizing microfilm and re-photocopying onto acid-free paper will address both space- and long-term preservation issues (3b, 3a).

Digital storage space concerns have been shared with Library Administration and Library Information & Technology Services. We are exploring additional off-site storage options as a primary or redundant archival solution (5b). Initial digital best practices documentation has been developed, and staff will review these best practices annually (5a). Further, Special Collections staff participates in digital preservation and best practices webinars whenever possible to keep up-to-date on (normally) California standards and procedures (5a).

Thank you again for all of your help in steering us in the right direction—it is much appreciated!

Mike Shea
Local History Librarian

Trinity County Public Library

The Trinity County Library has made the following progress on the recommendations contained in your report dated 9/20/12:

1. Created a contact list to be used by library staff, county officials and fire officials. There is also an evacuation plan for the library building that includes the library and the meeting room with a designated meeting place. There has been a building drill on evacuation procedures within the last year. Library staff conducts testing on “panic button” alarms on a quarterly basis. The library also maintains a small cache of emergency supplies such as buckets, mops, sponges, towels but we still lack the larger supplies such as tarps. We also do not yet have an agreement with a commercial disaster response company but it has occurred to me that a discussion with the county risk manager may be in order in case they already use this service since there has already been flooding in the Courthouse on several occasions.
2. Supply vents to circulate air in the rare books area have not been addressed. We still plan to move the collection to a secured office that will mitigate the problem with the environmental conditions. Since the move will require significant resources on the part of staff and building maintenance personnel, it has not been scheduled to date.
3. Historical materials in monograph form have been cataloged to provide improved access to the library’s historical collection. The exceptions are the loose materials and pamphlets that will require separate review. We continue to collaborate closely with the Historical Society in the sharing of materials as well as benefiting from digitization projects initiated by the Historical Society.
4. Met with a representative of California Safety, the provider of security for the building, regarding fire suppression and additional security in areas that are currently unmonitored in the building. A verbal estimate of cost was provided for increased security but we were unable to include this improvement in the library budget for 2013-14. The exit door alarms are functioning correctly and we would only need to add security monitoring in the adult collection area. After discussion with various individuals from the county and Friends of the Library, a decision was made to retain the through-the-wall book return. It proved too difficult architecturally and logistically to locate a book return away from the building with the limited resources under our jurisdiction.
5. (and 6). Although the collection has not been moved into the newer and more secure office, there are plans to still do so and consolidate the entire collection in this office providing the proper environmental controls including sealing off the window. Thanks to ongoing county training provided by the Risk Management Department, staff members are vigilant to any safety and building condition issues that might arise on a daily basis. The staff members who live close by often check on the building even when the library is closed.
7. The digitization of the Trinity River Basin collection has been completed and the database is available through a link on the library’s website. The original documents have not yet been retired to storage as this poses the utilization of staff resources that we currently do not have. Again, the goal would be to consolidate historical and special collections in the secure environmentally controlled office.
8. The reformatting and copying of the analog collection of oral history tapes has not yet been addressed.
9. Since the completion of the contact list, the Friends have agreed to fund the purchase of the Knox box that will be placed outside the building to provide additional access to the building.

Unfortunately with our limited funding and staffing resources, we have made slow progress on these recommendations. There was a recommendation from the CAO in September 2012 to close the library and we struggled through 2012-13 without sufficient funding to complete the fiscal year. We closed a branch for several months and were able to recover and continue into the 2013-14 fiscal year.

Things do not always move as quickly as one might hope and we always need to respond to situations as they develop. One such situation arose during January’s freeze as the Hayfork Branch Library suffered a broken pipe in the wall of the library. Quick thinking by the staff member assisted by a patron averted a disaster. The water was shut off at the main and the patron brought a wet/dry shop vac to mop up the mess until fans could be supplied by the Weaverville-based General Services staff. The affected areas were dried quickly and very little harm done but it could have been much worse, thus pointing out the advantages of trained staff and the need for on-premises supplies. Although it might seem that we have not made much progress in the recommendations, we realize that there is a renewed sense of urgency with this year’s drought emergency declaration and will keep working to build upon your recommendations and best practices. I’m very happy to have been the recipient of a preservation assessment grant and feel it was entirely worthwhile to have a trained expert point

out potential problem areas to us. I would sincerely recommend this type of assessment to any library wishing to make improvements in securing its building and collections.

Oresta Esquibel
County Librarian

Roseville Historical Society

The Roseville Historical Society has benefitted greatly from your visit and evaluation of our collection. It was especially insightful for those who have been involved with the Society on a long term basis. A fresh perspective, from a pro such as yourself, has created a solid basis for our future and changing needs.

Our collection is the result of well intentioned, but perhaps non-focused efforts of people in the past. While knowing that the collection is in need of culling, it was not clear just how to begin. With your observations and sharing of best practices, we were able to put into place a collections policy that has the Society focused and enthused about the future and going forward with our collections.

Also, our archival practices have benefitted greatly from your expertise. Your evaluation of our museum's building and what might be possible, enabled the Society to begin better archival and display practices immediately. The first step was to adjust the lighting in the building to best accommodate and protect the artifacts on display that we cherish so much. Going forward with our archive collection, we are endeavoring to store our photographs, written materials, and those precious documents and newspapers in the best way possible. We hope to open a research area of the museum soon and we do this with confidence directly as a result of your guidance.

Thank you so much, again, for the time you spent at our facility. It was invaluable and truly everlasting.

Christina Richter
President

UCSF Archives and Special Collections

It was a pleasure to work with the CPP team last year, they were well organized and very efficient: we were able to finish the survey of the rare book vault in a day. I also would like to stress the importance of several meetings that the team asked us to schedule, including meetings with the director of the library, facilitates management and disaster/salvage team that helped inform all the stakeholders about the project and get their buy-in.

Based on the discussions with the CPP team during the survey and the report that was submitted to UCSF, the archivist created Archives and Special Collections (A&SC) preservation needs assessment and action plan that was presented to senior management at the library. The majority of the more urgent needs and requirements described in the report were approved during the meeting and the funds were allocated to accomplish them:

1. Three members of the disaster preparedness team attended "Water salvage workshop" on September 24th, 2013 in Berkeley.
2. Archivists started re-shelving and rearranging shelves in the vault to alleviate overcrowded conditions.
3. Archives initiated pest control program, purchased and placed insect traps in A&SC offices and vaults.
4. Collection care: a request has been placed to purchase a HEPA vacuum cleaner.
5. In 2014 the A&SC is planning to submit a grant application for NEH's Preservation Assistance Grants for Smaller Institutions.

Other action items have a longer timeframe and are scheduled to be finalized in the next year or two, depending on the fiscal situation and availability (and amount) of grant money. The archivist will be meeting with the senior management group in 2014 to discuss the progress against the action plan.

Polina Ilieva
Archivist

Lambda Archives

We are extremely appreciative of the California Preservation Program grant. The results could not have been better for us.

We learned so much all the way along. We developed a much-needed **Strategic Disaster Plan and Implementation Procedure** (including a Pocket Response Plan), laid in **Emergency Supplies**, improved our **environmental controls system**, and have had materials accepted into the **California Audiovisual Preservation Project**. We are improving our banner storage and utilizing our wall space, as well.

We continue to work on other details and to seek out more learning and training opportunities. All this would not have been possible without the support of the CPP grant and the **excellent assessment and recommendations** by Ms. Julie Page. She not only provided a comprehensive report, but went above and beyond in helping us. Julie led us to both the CAVPP and to the WESTPAS "Disaster Prevention, Preparedness, And Recovery" workshop. She made personal arrangements for us to borrow and learn to use humidity monitors (of which we have now purchased our own) and pointed out so much - of the good and not so good - that we needed to know.

In sum, I cannot overstate the value of the program to Lambda Archives. It was exactly what we needed exactly when we needed it! Thank you.

Maureen Steiner
President

Sacramento City College

Thank you so much for coming to Sacramento City College to do the preservation assessment of our collections and provide a detailed report. Since your assessment and report we have followed your advice and taken action on many of your findings listed in the report.

I was able to attend the informative California Preservation Program Protecting Cultural Collections: Disaster Prevention, Preparedness, Response and Recovery workshop. As a result of the Disaster Prevention, Preparedness, Response and Recovery workshop I was able to complete the "Pocket Response Plan for Collections" with updated library contact names and phone numbers. The Pocket Response Plan includes current commercial disaster response and collection salvage companies such as EBLFOR and Polygon.

As a result of the report, I have also signed up for additional free workshops sponsored by the California Preservation Program. The current workshop I will be attending in March will be the "Grant writing for Preservation Projects to Enhance Collection Care." The workshop will help outline a preservation project proposal specific to SCC and identify funding sources. I will look for grants to help pay for "data loggers" which will help create a continuous record of temperature and relative humidity to assist facilities staff manage the HVAC system in the archives department. The graphs will enable us to detect trends or spot repeating problems, and provide much needed assistance to facilities staff to properly manage the storage environment in the archives.

The archive collection security has been enhanced with one or two staff members in possession of the key to the room. There is additional storage on the first floor of the library with specific staff in possession of the key and under the supervision of the archivist. The important papers, pictures, newspapers, yearbooks, and catalogs will be stored in the first floor storage where the general public will not have access. There will be less risk of loss by providing only the archivist and designated staff access to the storage room.

The collection will be more accessible to the public with the assistance of a part time cataloger who will process/catalog the collection into the current library online catalog. This will also provide access to the students, professors and researchers. I have inventoried the papers, pictures, yearbooks, and catalogs and put them on an Excel worksheet to provide easier access to the items.

We have requested facilities staff place insect traps in the archive department as an "early warning" system should insects begin to infest the collection. The small cost of placing the insect traps will help us avoid the costs of an entire extermination treatment of the collection.

We have a wonderful CSUS history volunteer coming in the spring semester to help convert the analog audiovisual recordings using Audacity software. The audiovisual recordings will be saved on an external hard drive and flash drive. Some of the analog recordings have been selected by the California Preservation Program's California Audiovisual Preservation Project to help digitize the tapes and provide access to the general public.

Thank you so much for taking your time to come and provide the Preservation Needs Assessment of the Sacramento City College Archives. You have provided important key recommendations to help the long term survival of the Sacramento City College collection. Through the California Preservation Assessment Project we are able to take appropriate actions to preserve our collection, and to ensure that these materials will continue to be used by current and future researchers.

Caroline Harker
SCC Archivist

KELLEY HOUSE MUSEUM MENDOCINO CA

Overall, we were very satisfied with the inspection and report made by the CPAP. Having access to knowledgeable people is invaluable for small museums such as the Kelley House, where the staff has limited knowledge in the areas of collection and preservation.

We have followed through on all of the recommendations that did not require funding outside of our operating budget. We attempted to collect additional funds for the remaining projects, but have not been successful to date. However, the report recommendations will remain relevant, and we view this evaluation as an on-going process. There will be future attempts at fundraising to accomplish the remainder of the tasks.

1. Finding: In the event of a collection disaster, the Museum is not prepared to salvage collections.

1a. Consider adopting a simple and compact disaster response plan format

We created a contact list of local suppliers and contractors for the various parts of the plan.

1b. Assign maintenance of the plan to a staff member and include it in the staff member's job description.

The Archivist was made responsible for the maintenance of the plan and future changes.

1c. Mount staff education and training events on disaster preparedness and response

The disaster plan exercises were invaluable in generating discussions and (truth be told) in making us realize how unprepared we really were.

1d. Investigate pre-registration agreements with commercial disaster response and collection salvage companies.

Conversations with BELFOR representatives took place to introduce them to the museum.

1e. Purchase a small cache of emergency supplies.

Emergency supplies were purchased and are stored in the museum outbuilding for ready access.

1f. Determine if the Museum's insurance policy includes coverage for post-disaster salvage of documents in the Archives' collection.

The current insurance was updated to cover post-disaster salvage costs.

2. Finding: The relative humidity in the vault is not optimum for document preservation. A new dehumidifier was purchased, along with a temperature and humidity gauge. The equipment is on a maintenance schedule.

3. Finding: Space in the vault is insufficient to support growth of the collection.

A grant for funding for additional shelves was applied for but not received; no additional funding sources have been identified.

4. Finding: the Library is well protected by non-flammable building construction and an automated fire detection system, but the fire risk could be reduced further by an automatic fire suppression system.

Funding for a fire suppression system is not available at this time. No grant opportunities have been identified.

5. Finding: Some of the collection records are in fragile condition, but most of these items are protected by individual protective enclosure enabling them to be used when needed.

The collection has been reviewed for individual collections which need special attention. These have been addressed and special archival supplies have been applied where needed. Small grants have been acquired to begin digitizing the fragile newspapers and documents. Equipment is being purchased this year to begin the conversion of all materials recorded on cassettes, tape and other outdated technologies.

6. Finding: Intrusion protection for the vault is good and emergency access is ensured by the use of a “Knox box” for rapid access to the premises.

A Knox box was purchased and the fire department has toured the vault and museum to discuss priority salvaging in the case of an emergency.

Nancy Freeze
Director

Roseville Public Library Local History Collection

1a. Consider adopting a simple and compact disaster response plan format

The Roseville Public Library currently has a disaster response plan in place that the Local History Collection is part of. Currently we are in need of, and looking for, appraisal of the collection for insurance purposes.

1b. Assign maintenance of the plan to a staff member and include it in the staff member's performance evaluations.

The maintenance of the plan is assigned to the Training Team of the Library and as coordinator of the Local History Collection Christopher Webber is the contact person for the division.

1c. Mount staff education and training events on disaster preparedness and response

Currently there is no disaster response education. Training opportunities are being looked at for staff members of the library and such training shall be disseminated through the ranks of the library.

1d. Purchase a small cache of emergency supplies for each Library location.

Through local grant opportunities the Local History Collection has allocated monies for a disaster response kit.

1e. Investigate pre-registration agreements with commercial disaster response and collection salvage companies

The Local History Collection will be coordinating agreements looking to local institutions for assistance in event of disasters.

1f. Ensure that the City's property insurance policy includes coverage for post-disaster salvage of materials in the Library collections.

Currently the Local History Collection does not have appraisal of its materials for insurance purposes. We are looking into getting an appraisal to remedy this.

2. Finding: the collection is at risk from fire

The Local History Collection is still looking into additional safety measures in case of fire.

3a. Finding: Environmental conditions in the archives storage area may not be optimal for long-term preservation of the collection

Recording of environmental conditions (temperature) is currently being conducted manually. As funding becomes available further advancements in technology will be looked at.

3b. Working with the building maintenance staff, specify that storage conditions be as close to optimal as possible to maximize the service life of the collection.

The Local History Collection is currently working with building maintenance on HVAC temperature conditions in the LHC vault room.

4. Finding: The storage facility is well maintained with no evidence of insect activity

There has been no issue with pests; an open forum with building maintenance exists, and if an issue arises shall be immediately remedied.

5. Finding: There is a high level of ultraviolet (UV) light admitted to the collection storage area through the exterior windows

A few months prior to the assessment the LHC had acquired window tinting material that was to remedy this. Currently we are looking as to what occurred during installation and shall be re-correcting this issue.

6. Complete digitization of all analog audiovisual recordings that need to be maintained in the collections

With limited labor the LHC, is looking into creating a volunteer program. This program shall assist with accessioning of materials as well as possible digitization projects in the future.

7a. Re-key the archives storage room and distribute keys only to staff members who need access to the collection.

The LHC space is being shared with the Roseville Genealogical Society and is looking into getting new keys for the area.

7b. Consider installing an intrusion detection system connected to a central station alarm system monitored by the fire department or building maintenance.

As funding in the future becomes available this area of response shall be looked into further.

The CPP assessment, is, and will continue to be used to promote awareness in areas that our facility is in need of improving and is a useful tool in showing and explaining these areas to others.

Christopher Webber
Local History Collection

UCLA Ethnomusicology Archive

The Collection Preservation Assessment from the California Preservation Program (CPP) has proven to be an invaluable tool for the UCLA Ethnomusicology Archive. We are using the findings and recommendations as inspiration and documentation for additional actions. To date we have:

- * Confirmed with campus risk management that our collections are insured against disaster (knowledge of which our own Department was unaware).
- * Started to develop a digital assets preservation plan in cooperation with Ethnomusicology and HASOM technical staff.
- * Made a request to our department administrators to be able to mount staff education and training events on disaster preparedness and response.
- * Put in a work order to re-key the locks so that only Archive staff and Department administration have keys.
- * Created a disaster response and salvage plan based on the "Pocket Response Plan for Collections" at the Western States and Territories Preservation Assistance Service.
- * We have also found the assessment report provided by CPAP to be an invaluable advocacy aid when we discuss the needs of the Archive with administrators and development officers.

Above all, participation in CPAP has been especially helpful as an initial step in our long-term vision for improving the environmental conditions and preservation facilities for our collections. The next step, in which we are currently engaged, is to apply for the first in a series of NEH preservation grants that we hope will allow us to:

- * Install dataloggers to create a continuous record of temperature and relative humidity to assist facilities staff.
- * Optimize the HVAC system for collections in the Schoenberg Music Building.
- * Reconfigure existing collections processing and preservation space, and expand Archive facilities to create a separate public access space.

We were also thrilled to have met the recommendation of joining CAVPP as a partner archive and are at this moment preparing items for shipping to CAVPP. We know that this will not only preserve California's precious audiovisual heritage, but will also make it easily accessible to California communities, UCLA students and scholars, and national and international researchers. Once our recordings are part of California Light and Sound and are up on the Internet Archive, we anticipate being able to interest UCLA and local press in

highlighting the Archive's collection. And anything that can continue to show the importance of archives in general and the Ethnomusicology Archive in particular can only be considered a great gift.

Maureen Russell
Archivist