PRESERVATION SITE SURVEY REPORT

for

ANNIE GABRIEL LIBRARY SPECIAL COLLECTIONS

CALIFORNIA BAPTIST UNIVERSITY

Submitted by:

Rebecca Elder
Adjunct Preservation Field Services Officer
Amigos Library Services, Inc.

Final Report
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I. Executive Summary

The following report contains information and recommendations concerning preservation management and other preservation-related topics based on a site survey visit to Annie Gabriel Library at California Baptist University in Riverside, California on March 6 and 7, 2013. The report contains an overview of current conditions and practices in the library, and recommendations on future options for preservation management.

The largest collection need at present is an expansion of available space. Currently lack of space is actively damaging collections, such as the Hymnology collection (due to crowded shelves) and the Wallace collection (due to storage in a basement with no climate control). While expanding the building is a large project, there appears to be no other way to increase the amount of space available to the library.

The library staff has done much work to preserve the collections, and should be commended for their efforts. There is still, however, more work to do.

Short-term goals for the library might include:

- Implement the shelving improvements recommended in this report, including appropriate storage as recommended, such as flat files with deeper drawers for the archives area.
- Inventory the archives. Ensure staff safety during this process with purchase of a sturdy step ladder.
- Implement an environmental monitoring program, including purchasing data loggers and using them consistently, along with a regular pest control and monitoring program.
- Place ultraviolet shields on all of the fluorescent lights in collections areas to prevent light damage.
- Separate out the small volumes in the special collections areas.
- Put spacers in the under-filled archive boxes.
- Use acid-free file folders and boxes for proper storage of the Hymnology Collection materials.

Long-term goals for the library might include:

- Expand the space available; this is a critical need for the collections.
- Upgrade the HVAC system.
- Hire a full-time archivist.
- Replace the wooden shelving with metal.
- Move the Wallace Collection out of the basement.
II. Introduction
On March 6 and 7, 2013, Rebecca Elder, Amigos Adjunct Preservation Field Services Officer, visited Annie Gabriel Library at California Baptist University in Riverside, California to conduct a site survey and staff interviews relating to preservation management. The site visit included a physical structure survey, a general collection assessment overview, an examination of preservation staffing and activities, and interviews with library staff representing a number of different departments on disaster planning, security, and preservation management issues at the library.

Sections III - VI of this report describe the present state of the library in terms of its physical structure, the overall condition of the collections, current preservation activities, and disaster planning. Included in each section is advice on correcting problems and/or advocacy for specific policies and procedures. Section VII, Future Options for Preservation Management, is concerned with setting achievable goals and objectives to most effectively and efficiently maintain the collections, and can aid the library in setting both short- and long-term goals.

III. Physical Structure
One of the most important components of a library’s preservation program is to ensure the “health” of the collections within the library’s physical structure. Poor environmental conditions are one of the leading causes of damage to library materials, second only to damage caused by use and handling of materials. Environmental considerations include the conditions under which the collection is stored (temperature, relative humidity, light levels, dust and pollutants) and the possibility of man-made and natural disasters and the library’s ability to respond to these (a topic covered later in this report).

By conducting a tour of the library facility and interviewing library staff, specific positive and negative aspects of the physical structure were observed and noted. A number of points of interest about the physical structure follow.

A. The Building
The building is the first defense against the outside environment and all the potential hazards, including weather, pests, water, pollutants, and more. Maintaining the roof, foundation, building seams, gutters, and drains will better your investment in preserving the building and the contents within.

The Annie Gabriel Library was built in 1922 with new additions in 1931 and 1964. The building was
renovated in 1996. The two story plus basement structure is small but structurally sound, with a flat roof.

**Condition of Roof And Drains**

The building has a cap sheeting membrane roof of an unknown age. The roof is flat, with HVAC equipment on top. The edges are pitched and made of tile. There are exterior roof drains, and gutters and downspouts for drainage. There do not appear to be any drainage problems, although the downspout at the northeast corner of the building has separated at a joint and should be repaired. (See Figure 1 below.)

![Figure 1: Northeast corner downspout in need of repair](image-url)
There is also some damage to the wood under the eaves of the building that should be repaired. (See Figure 2 below.)

Figure 2: Eaves in the courtyard in need of repair. Note also the wasp nest that has been painted over.

On the day of the visit, a leak was noticed in the west stairwell of the building. This leak seems to come from an old repair. There are a few other water stains in the acoustic tile. However, they are on the first floor and are probably due to pipe leaks, rather than roof leaks. (See Figure 3 on the next page.)
I recommend to:

- Repair the downspout and damage to the eaves.
- Work to repair the leak in the stairwell.
- Inspect and clean the roof and drains regularly. Because the age of the roof is unknown, it should be monitored very closely to help determine when replacing it becomes necessary.
- Fix old damage inside the library by replacing the stained ceiling tile, so as to be able to see re-occurring damage easily.
- The basement has a history of water leaks. This should be repaired and future leaks prevented for the safety of collections stored there.

**Seals around Windows and Doors**

Having good seals around windows and using weather-stripping at the bottom of doors will make it more difficult for pests to enter the building, and for the conditioned air to escape from the building. The front
doors are not weather-stripped, and while the windows appear fairly well-sealed, there is extensive
damage to the wooden window frames that may be allowing pests and moisture to enter the building. (See
Figure 4 below.)

Figure 4: Damage to window frames

To better seal the library, I recommend the following:

- Weather-strip the front doors.
- Inspect door and window seals frequently.
- Repair the damaged window frames.
- There is a missing window on the second floor that has been permanently covered, but is not well sealed. This should be sealed better.
**Outside Grounds**

Pest infestations can be worsened by mulch and plant material build-up near and around the perimeter of the building. The best design would be to leave a three- to six-foot perimeter of gravel or cement around the building. In addition, pests are attracted to trash and large dumpsters near library entrances. The day of the survey the outside grounds were in very good condition, with a few minor exceptions. To continue to discourage insects and pests from entering the building and for safety reasons, I recommend to:

- Clean the pest debris, primarily spider webs and dirt dauber nests, from the exterior of the building, particularly around the windows.
- Remove the vines from the face of the building. (See Figure 5 below.)
- Trim back plantings where they touch the building.
- Cut back tree branches that touch the building.

![Figure 5: Vines growing on the face of the building.](image)
B. The Building Environment

Temperature, relative humidity, pollution, and light all have a great impact on the rate of deterioration of library collections. They increase deteriorating chemical reactions, mold, warping, insect infestation, fading, and embrittlement. A good building environment will insure the longevity of your collections.

**Temperature and Relative Humidity**

The Heating, Ventilating, And Air Conditioning (HVAC) unit(s) is an important component to a good building environment. The current HVAC unit was retrofitted in 2002, with a separate system added within the Hymnology room in 2009. The HVAC that controls most of the library is a four-pipe chiller boiler system, while the Hymnology room is cooled by a standalone compressor system. The Hymnology room has humidity control as well as temperature control. There is no climate control in the basement. The HVAC runs 24 hours, 7 days a week, 365 days a year. Additionally, there are adjustments to temperature made when the building is closed. Because there is no control in the HVAC system over the relative humidity in most of the building, the indoor RH should vary, following the outdoor humidity. During the winter, however, the use of heat can significantly lower the indoor relative humidity. The humidity in the Hymnology room should be stable. The only sure way to determine the performance of the HVAC is through initiating a routine environmental monitoring program.

The library does not keep records of daily temperature and relative humidity levels. Before the site visit, dataloggers were placed in the major special collections areas of the library. Results are below.

The Hymnology collection shows daily fluctuations in temperature and relative humidity, as well as a major humidity swing on February 24-25. Temperatures range between 56° and 68°, while humidity
ranges from 22%–47%.

The archives, which is on the main system, is strikingly more stable than Hymnology. There are daily fluctuations, but much less pronounced. Temperatures ranged from 64°–69°, while humidity ranged from 28%–40%.

The Nie Wieder! and rare books collections are in far less stable conditions, however they are also located in a publicly accessible part of the library, and adjacent to an elevator lobby with large plate glass windows. This room appears to be a popular study area for students. As such, less stability is expected. Temperatures ranged between 62° and 78°, with humidity ranges from 15%–35%.
The Wallace collection is stored in the basement, which has no climate control. The sturdy 1920s construction works to keep the temperature and humidity quite stable. The temperature hovers around 69°, while the humidity varies between 22%-35%. The humidity increased towards the end of the monitoring period, when there was high humidity and rain outdoors.

This data, while no means statistically significant, seems to corroborate the belief that the temperature and relative humidity are generally within or near recommended limits. A stable temperature of 68-70°F is considered a good compromise between what is best for library materials and what is tolerable to people. Low temperatures and a stable, median relative humidity (between 30% and 50%) slow the chemical deterioration that causes embrittlement. Low humidity (20%) can also cause a form of embrittlement called cross-linking. However, because of potentially dry conditions in the winter, if the library chooses to provide humidification (whether throughout the building or to individual spaces), a set point of 20-25% might be more realistic and easier to achieve. For both temperature and RH, stability should be the goal. Excessive daily variations can stress materials, causing covers and paper to warp and cockle. Daily fluctuations are often minimized by continuous operation of the HVAC system (i.e., 24 hours a day, 365 days a year). Seasonal fluctuations may be more difficult to control, but stability within a particular season should be achievable (such as 72° in the summer and 68° in the winter). In order to monitor the existing system, I recommend the library:

- Monitor the temperature and relative humidity using dataloggers. (See Appendix A.) Compare the findings against the system settings and balance the system when needed.
- Run the HVAC system at constant levels 24 hours a day, 365 days a year. If this is not practical for the entire building, at least the Hymnology collection should be run at constant levels.
• While the basement appears quite stable now, two weeks in March do not provide an accurate picture of the year-round conditions, which are likely to be far less stable. Special collections materials should never be stored in basements or non-climate controlled areas. However, because of the lack of space, a critical issue for the Annie Gabriel Library, there has been no choice but to store the Wallace Collection in the basement. There are simply no other options at this time.

Light
All visible light can quickly damage library materials and can also cause fluctuations in temperature and humidity. Light damage is an accumulation of high light levels over a period time that can cause fading, discoloration and deterioration of bookcloth and paper. The two strategies used to reduce light damage are:

(1) Keep light levels low by using low-ultraviolet (UV) fluorescent lamps or UV filter sleeves designed to provide vertical illumination at 20 – 50 lux in storage areas and 300-600 lux in reading areas.

(2) Reduce the amount of time materials are exposed to high light levels, especially during exhibits.

There are two light sources in the library: window and lamps. Sunlight creates high infrared (IR) radiation and ultraviolet (UV) radiation, which is the portion of the light spectrum most damaging to library materials. With lamps, fluorescent bulbs produce high levels of UV radiation, while, incandescent lights emit a lower ultraviolet (UV) radiation. Incandescent lights, however, emit considerable amounts of infrared (IR) radiation, which can cause materials to heat up, and they generate a lot of heat which may affect the room temperature.

Although there are large windows in both the archives and Hymnology areas, they are covered with shades. There are large windows in the elevator lobby to the west of the Nie Wider! and rare books collections. However, the light in the Victorian Room (where these collections are housed) is kept low. The Wallace collection is not stored near any windows. Because of this, special collections are well protected from direct sunlight.

On the other hand, fluorescent lamps, which have a high ultraviolet light output, are used throughout the building. The fluorescent bulbs are not covered by UV filters. There is substantial light damage in several areas. The damage in the Wallace and Hymnology collections may be from before the collections were donated to the library, but the light damage to the boxes in the archives is certainly from the fluorescent
lighting. While damage to the boxes is not worrying, the amount of damage to the boxes implies that
similar damage is being done to unboxed collections materials. (See Figures 6 below and 7 on next page.)

Figure 6: Light damage in the Wallace collection
Figure 7: Light damage to boxes in the archives.

Light levels from 8.1-177.9 lux were recorded on a cloudy day. See Table 2 on the next page for more detail.

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Light Level Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage</td>
<td>10-50 lux (1-5 foot-candles)</td>
</tr>
<tr>
<td>Display</td>
<td>50-150 lux (5-15 foot-candles)</td>
</tr>
<tr>
<td>Reading/work areas</td>
<td>300-600 lux (30-60 foot-candles)*</td>
</tr>
</tbody>
</table>

*Note: Short exposures are recommended for paper, photographs, and other light sensitive materials.
### Table 2

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Section</th>
<th>Light level (foot-candles)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/6/2013 11:00 a.m.</td>
<td>Wallace Collection</td>
<td>48.5</td>
</tr>
<tr>
<td></td>
<td>Wallace Entry</td>
<td>8.1</td>
</tr>
<tr>
<td>3/6/2013 1:00 p.m.</td>
<td>Wallace Collection</td>
<td>45.9</td>
</tr>
<tr>
<td></td>
<td>Wallace Entry</td>
<td>4.5</td>
</tr>
<tr>
<td>3/6/2013 1:30 p.m.</td>
<td>Nie Wider!</td>
<td>75.2</td>
</tr>
<tr>
<td></td>
<td>Rare Books</td>
<td>81.8</td>
</tr>
<tr>
<td>3/6/2013 2:00 p.m.</td>
<td>Hymnology</td>
<td>24.7</td>
</tr>
<tr>
<td>3/6/2013 4:00 p.m.</td>
<td>Southern Baptist Depository Monographs</td>
<td>124.9</td>
</tr>
<tr>
<td></td>
<td>Archives</td>
<td>13.2</td>
</tr>
<tr>
<td>3/7/2013 8:30 a.m.</td>
<td>Nie Wider!</td>
<td>70.9</td>
</tr>
<tr>
<td></td>
<td>Rare Books</td>
<td>69.7</td>
</tr>
<tr>
<td>3/7/2013 9:00 a.m.</td>
<td>Hymnology</td>
<td>17.5</td>
</tr>
<tr>
<td></td>
<td>Wallace Collection</td>
<td>7.2</td>
</tr>
<tr>
<td>3/7/2013 9:15 a.m.</td>
<td>Southern Baptist Depository Monographs</td>
<td>177.9</td>
</tr>
<tr>
<td></td>
<td>Archives</td>
<td>5.2</td>
</tr>
</tbody>
</table>

**Note: Lights were measured in the dimmest possible conditions.**

All of the levels were within recommended limits and should not be of too much concern when lights are off. The area of most concern is the archive, which is showing light damage from current conditions. The consultant noted that the archives lights were turned on for an extended period of time on the second day of the visit.

Light damage—which is cumulative and irreversible—can be reduced by:

- Continuing to keep lights off when the area is closed or unoccupied. Placing the archives lights on a motion sensor might be helpful.
- Using UV filtering sleeves on multi-bulb fixtures directly above collections. (See Appendix C for a list of suppliers.)
**Housekeeping**

Proper cleaning and housekeeping can also help remove dust and dirt. Dirt and debris can absorb moisture and help sustain certain insects, such as book lice. Regular cleaning, vacuuming, damp-mopping, and dusting shelves can help prevent dust and dirt from collecting, ultimately soiling materials and encouraging insect infestations. Insect carcasses also attract other insects.

On the day of the survey, the library was found to be generally quite clean. The library seems to do an excellent job with its regular schedule of housekeeping in public areas. However, housekeeping staff does not clean in locked collections areas, and dust was noted in both the Wallace collection and on the tops of the shelves in the archives.

I recommend to:

- Clean around all windows and doors to allow for easy visual inspection for leaks, cracks, and active pest problems etc.
- Vacuum and mop in and around storage closets and floors.
- Dust and/or vacuum collections and shelves in the Wallace Collection and archives.

**Space Allocation**

The Annie Gabriel Library is quite small for a building supporting 6,000 students. The university has grown exponentially in the last ten years, and the library is hard pressed to keep pace due to the lack of space available. While there is adequate room for staff offices, the collections are overcrowded, there are inadequate work areas for collections, and use of special collections has increased without a corresponding increase in usage space. The shelf crowding is actively damaging materials, particularly in the Hymnology collection. (See Figure 8 on the next page.)

Currently no other space is available to the library, nor is there a clear way to reorganize existing space to make it more efficient. Additional space should most definitely be allocated for the collections, as noted throughout this report. Adding space is, as it should be, a high priority on the campus master plan.
Figure 8: Overcrowded shelves in the Hymnology collection. Note that because the shelves cannot accommodate more books, the collection has expanded onto book trucks.

The most pressing special collections space needs are:

- More shelf space for special collections so that books can be shelved using bookends, and the collections can grow.
- A larger archives workroom. Currently the archives workroom is small, and also is the permanent home of several shelves of materials.
- A reading room for use of special collections.
- Archival supply storage.
- Moving the Wallace collection out of the basement.
- It would be desirable to be able to consolidate all of the special collections in one area of the library. This would make it easier to provide access to users, exercise the best possible climate control, and monitor collection conditions.

It is worth noting that although this survey is not concerned with circulating collections, it is obvious from walking through the library that there is inadequate shelf space for circulating material as well.
**Pests**

Several pests are considered enemies of library and archival material, including silverfish, roaches, termites, moths, beetles, and rats. Some, such as roaches, rats, and birds, are considered more of a health risk. Others, such as spiders, snakes, and book lice, are indicators of a much larger problem with pests. To monitor for insect infestations in collection spaces and in donations, sticky traps can be used. Staff, particularly maintenance and shelvers, should be aware of the potential for infestation and should be instructed to notify the appropriate person(s) immediately upon discovery. In order to reduce the chances of insect infestations, there are a number of strategies the library can use:

- Caulk, seal, or weather-strip points of entry (cracks, gaps, windows, doors) and keep these areas clean in order to monitor pest activity.
- Keep the outside perimeter of the building clean so as not to attract insects.
- Maintain good housekeeping practices and most importantly, remove all corrugated boxes, trash, and food, because they provide perfect nesting materials and food for pests. They also affect the indoor air quality.
- Use sticky traps in select areas of the library to monitor pest activity. Sticky traps should also be used in boxes of donations or gifts to determine if the material is infested before it is brought into the library.
- Use Integrated Pest Management (IPM) techniques instead of chemical sprays to control pests, primarily because the overuse and misuse of chemicals can lead to chemical tolerance of pests, and can create human health hazards.

On the day of the visit, no instances of insects and other pests were found during a visual inspection of the interior of the building. The exterior had spider webs and dirt dauber nests, as described above on page 7 (Outside Grounds section). The library does report occasional problems with ants and rodents. Currently, the library does not monitor for pests or do regular inspections of the building. The only type of pest control used by the library is a monthly exterior spray.

There is a no food and drink policy in the library. On a busy college campus, this is difficult to enforce. No signage was noted in the library requesting that patrons not eat, except for signs at the entrance.

To ensure there is no hidden pest problem, I would recommend the following:

- Keep all windows and doors clean so as to monitor pest activity.
- Keep the outside perimeter of the building clean leaving a three to six foot perimeter of gravel or cement around the building.
- Maintain good housekeeping practices.
- Use sticky traps in select areas of the library to monitor pests, and also in boxes of donations/gifts to determine if the material is infested before you bring it into the library. Formally quarantine gift materials for at least 72 hours.
- Consider using Integrated Pest Management (IPM) techniques to control pests. (See Appendix H.)
- Add signage throughout the library reminding patrons of the no food and drink policy. Humorous posters and table tent cards can be quite effective.

*Mold*

Mold is one of the most common sources of damage to collections materials. If mold does occur, potential causes could be related to a problem with the HVAC system and/or moldy donations introduced into the collection. If the library is concerned about future mold growth, strategies to prevent an outbreak are as follows:

1. Run HVAC system 24 hours a day and have a backup plan in case the HVAC system goes down during the spring and summer months.
2. Use fans to increase air circulation during high humidity, because mold growth usually requires stagnant air. However, fans should be used with caution and not pointed directly on any mold-infested material, for it may spread it throughout the collection.
3. Contact a moisture control service to help dehumidify the library during times of high humidity or when the HVAC system goes out. (See Appendix C.) While the use of small dehumidifiers from the store is unlikely to have much effect, using them is also unlikely to do much harm (except for the amount of electricity they use). This is because humidity cannot be lowered in one area of the building; it must be lowered throughout the building. Even in a separate room, moisture enters the room from the rest of the building through the ceiling, walls, and cracks around the doors. In order to achieve any real gains in dehumidification, the room would have to be vapor sealed. Also, dehumidifiers generate heat, which may cause localized desiccation of the library materials they are intended to protect.
4. Inspect and discard any donations with mold. Introducing mold into the collection can spread quickly to the rest of the collection.

The library has found the occasional moldy book in the basement near the area that has a history of flooding. To mitigate this problem, they have moved all books out of that area. There were also a few moldy reel to reel tape boxes found in the archives on the day of the survey. (See Figure 9 on page 19.)
I recommend to:

- Inspect all incoming material and discard moldy items.
- Increase airflow in the basement using fans when humidity rises.
- Have a back-up plan for when the HVAC system or electricity goes out. Refer to the Section on Disaster Preparedness for more information.
- Monitor material in the basement because there is a history of mold growth in that area.
- Replace the moldy tape boxes.

IV. Collection Condition

This section of the report is not intended to provide an item-by-item evaluation, but to provide a summary of the general condition of the collections, noting the damage most characteristic of the library’s collections, storage, and handling practices. Even though individual items evaluated during this consultation may be in need of repair and used as an example in this report, it is ultimately the goal of this report to identify broad needs and solutions. Any special, rare, or unique items that require conservation treatment should be identified and evaluated by a conservator. (See Appendix I on how to identify and
select a conservator.)

This assessment considered five distinct collections within the Annie Gabriel Library. They are the P. Boyd Smith Hymnology Collection, the Nie Wieder! Collection, a small collection of rare books, the Wallace Christian Studies Collection, and the archives. The archives has two components, the California Baptist University Queenie Simmons Archives and the Southern Baptist Depository and Archives.

Parts of the collection are in excellent condition, particularly the Nie Wieder! Collection and parts of the archives. However, Hymnology, the rare books, and the Wallace collection are in very poor condition. There is brittle paper in these three collections and a large amount of poor quality repair that was done before the current library staff members were hired.

A. Condition

The P. Boyd Smith Hymnology Collection

The Hymnology collection contains over 3,000 volumes spanning the last three centuries and in more than twenty languages. The collection is in the process of being catalogued.

The collection is in poor condition overall. While generally free from the tape repairs that plague some of the other collections, many of the books have detached boards, brittle paper, or other structural issues. This is compounding by the severe overcrowding in the collection that is actively damaging the books by squeezing them together on several shelves. As mentioned earlier, the collection has also expanded to storage on book trucks and the worktable in the center of the room, and the countertop that lines the room. (See Figure 10 on page 21.)

To compound the problems, all of the shelving in the room is wood. Wooden shelving is not recommended for special collections materials because as it deteriorates, it releases acids that will catalyze deterioration in the materials stored on the shelves.
Miniature books are shelved with large books. Because of this, the small books are in danger of being crushed, while the larger books are in danger of warping because they are not properly supported. (See Figure 11 below.)

Figure 11: Small books shelved with larger books. Note how the tops of the books adjacent to the smallest books are beginning to spread.
I recommend to:

- Make the Hymnology collection a priority for space expansion.
- Replace the wood shelving with metal.
- Separate smaller volumes from the larger ones, and place them in their own section to prevent warping and to maximize space efficiency.
- Box all deteriorated volumes to provide protection and to ensure that all pieces stay together. See Appendices J and K for information on boxes. Boxes may be made in house or ordered from a vendor. Boxes are preferable to tying with twine.
- Replace any acidic flags in books with acid-free materials.
- Place the acidic sheet music in acid-free folders rather than plastic sleeves to allow acids created by deteriorating paper to escape into the atmosphere.
- Place the oversized vellum pages that are loose in the large box on the table into acid-free folders within the box.
- There are magnetic computer disks in the collection. If these contain important information, the data should be retrieved and stored in an easily accessible format.
- Some of the microfilm in the collection is acetate. Currently it exhibits no signs of deterioration. However, it should be monitored and replaced when necessary.
- Replace the acidic cardboard boxes holding a few collection items.

**Nie Wieder! Collection**

The Nie Wider! Collection is a group of primarily recent materials concerning the Holocaust. It was founded in 1999, and has been added to since. The collection circulates, and is publicly accessible. Because it contains new materials, the Nie Wieder! Collection is in very good condition.

I recommend to:

- Ensure that all books are standing up straight on the shelves.
- If a book is too tall to stand upright on the shelf, shelve it spine down to prevent gravity from pulling the text block away from the case.

**Rare Books**

The rare books collection is stored in three locked wooden cabinets in the Victorian room, directly across from the Nie Wider! Collection. (See Figure 12 on page 23.) They were originally selected by age, but that policy has been discontinued, and there are plans to evaluate the collection to determine if any of the books should be deaccessioned.
The rare books are in fair to poor condition. Many have been repaired with poor quality book tape. The far right cabinet showcases books on stands. The stands are damaging the books by not providing proper support. (See Figure 13 on the next page.)
I recommend to:

- Replace the display stands in the right cabinet with stands that will properly support the material on exhibit.
- Box the most deteriorated material.
- Currently the books are packed tightly on the shelves although there are empty shelves in the far right cabinet. The books should be spread out to take advantage of this extra space, using bookends to hold them upright.
- While the wooden cabinets are beautiful and appropriate for the Victorian room, as discussed above, they are not the recommended shelving for special collections materials. If the collection’s primary value is decorative, this may be of no concern. However if the collection has informational value, the books should be moved to metal shelving.
- Separate small books from larger books, as described earlier in this report.
- Make sure that all books are kept straight on the shelves.
The Wallace Christian Studies Collection

The Wallace Collection comprises approximately 2,400 books on evangelism. These books comprised the personal collection of a past professor at the university. The collection circulates. The books are stored in the basement and must be retrieved by library staff.

The collection is in fair condition. There is an extremely large amount of old tape repairs. A rough estimate is that as much as 30% of the collections may have some kind of tape on them. There is also a good deal of old light damage. The collection is no longer being repaired, and is stored in the dark unless it is being accessed, so its circumstances have improved dramatically.

The collection is stored on wooden and metal shelves. The metal shelves are problematic because the bottom shelf is only an inch off the ground, and the collection is stored in a basement that has a history of small floods. (See Figure 14 below.)

Figure 14: Wallace collection shelving. Note how low the shelving is to the ground and the old book tape on several volumes.
I recommend to:

- Reallocate space in the basement so that the Wallace collection can be moved off of the wooden shelving.
- Leave the bottom shelf clear of books of lasting value to provide a buffer against water intrusion.
- Separate the smallest books from the larger books.
- Dust or vacuum the tops of the books periodically.
- As the book repair tapes disintegrate, do not repair the books. Instead, box the books when necessary.
- Because the basement is not climate controlled, moving this collection to a better space when one becomes available should be a priority.

**Archives**

There are two major components to the archives. The first is the Southern Baptist Depository and Archives. The second is the Queenie Simmons Archives, which contains records related to the history of California Baptist University. The archives are stored in three adjoining areas on the second floor of the library. The bulk of the collection is stored in the archives room itself. Across the hallway from the archives is the archivist’s office, which houses a workroom and collections overflow. A collection of Southern Baptist Depository Monographs are stored in the hallway connecting the archives and the office.

As might be expected with a varied archival collection, the materials span a wide range of conditions, from poor to excellent. However the bulk of the collection appears to be in good to excellent condition.

Major issues in this collection generally were shelving and housing issues that are fairly easy to correct. Recommendations include:

- Ensure that all bound material is stored upright on the shelves. Oversized material should either be stored spine down or flat, stacked no higher than three volumes.
- Do not use Post-It® notes around archival materials.
- Some acetate microfilm exists in the archives. At the present time it shows no signs of deterioration. Monitor it, and replace or copy when it begins to deteriorate.
- Replace the acidic boxes on the older microfilm.
- Do not use rubber bands around archival materials.
- Nothing should be stored on the top of shelves to protect from dust and potential roof leaks.
- The shelves in the archive are five feet tall. The ceilings are likely high enough to accommodate...
six foot tall shelves, which would increase available storage space by 20%.

- Replace plastic three-ring binders with better quality binders. Three ring boxes may be used, if binder functionality is desired. Otherwise, material may be placed in document boxes.
- There are large numbers of pamphlets loose on the shelves. (See Figure 15 below.) These should be stored in document boxes for ease of handling as well as protection of the materials.

![Figure 15: Pamphlets loose on the shelf.](image)

- Reformat obsolete and fragile media. Suggested priorities are VHS tapes, reel-to-reel tapes and wire recordings. Cassette tapes are a lower priority.
- Ensure that boxes are adequately filled to prevent paper from becoming deformed. If there is not enough material to sufficiently fill a box, a spacer may be inserted, or two boxes may be combined. The latter option will take more time, but will also make more efficient use of shelf space.
- The archives needs a sturdy step stool to help safely retrieve materials stored above chest level.
• Scrapbooks should be boxed and stored flat. If they contain acidic material such as newspaper clippings, they may also be interleaved with acid-free tissue.

• In the Southern Baptist Depository materials, there are several inexpensive binders full of slides in PVC slide sleeves. These should be replaced with better quality materials.

• Framed material should not be stacked. Instead, framed items should rest on a shelf, with fronts facing fronts and backs facing backs to prevent the hardware from scratching the frames.

• Consider disassembling the magnetic photo albums and reconstructing them in better quality albums, or just rehousing the contents.

• There is some acetate motion picture film in the CBU archives. It does not show any signs of deterioration at present, but it should be monitored and reformatted when deterioration is noted. The metal canisters should be replaced with cardboard film boxes to allow the acids created by deteriorating film to escape into the atmosphere.

• Do not fold paper to force it to fit into a box that is too small. Instead, use an appropriately sized box. If necessary, a notice of separation can be filed in the document’s original location to point to a new location designated for oversized materials. This will help maintain the original archival order while also providing appropriate housing for the document.

• The archive has one flat file with very shallow drawers. Do not overfill the drawers, as doing so can cause materials to snag on the cabinet when drawers are opened. Instead, a flat file with deeper drawers should be purchased.

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**Audio-Visual Materials**

**B. Storage and Shelving**

Standard metal library shelving with a finish is recommended. Certain paint applications and wood furniture are known to off-gas damaging pollutants such as formaldehyde. This off-gassing can stain books and hasten their deterioration.

On the shelves, books should not be allowed to lean to one side or be so crowded that patrons cause damage when trying to pry the book off of the shelf. Overcrowded books also put pressure on other books, causing warping. A book should be shelved upright, spine out. With limited space, libraries are finding it more difficult to shelve large books in this configuration or to relocate to an oversize section. An appropriate compromise is to shelve oversize books with the spine down. When the book is shelved spine up, gravity pulls the textblock out away from the case and/or cover, exposing the book to further
damage. It becomes more costly to do these repairs, such as endsheet replacement, recasing, sewing, etc. Heavy and/or oversize material can also be shelved flat, no more than two or three high.

Bookends help to keep books upright, but can also cause damage to books. Some bookends are more prone to “knifing,” where the book can easily be jammed onto the sharp edge of the bookend, causing extensive damage inside the book. When possible, use bookends with a non-knifing lip.

For rare books or any material of enduring value, shelve by size. Smaller volumes do not provide adequate support for larger items. Also, pressure-sensitive adhesives should never be applied to rare materials. Type call numbers onto flags made of alkaline card stock and place the flags inside the volume. Archival material housed in filing cabinets should be moved to alkaline buffered document boxes and stored on open shelves. If this is undesirable for active records, at the very least, alkaline buffered folders should be used to store documents. The filing cabinets have very low rates of air circulation and trap any damaging airborne chemicals that are produced by the filing cabinet, or by the materials themselves, or circulating in the air. Document boxes do not produce any damaging byproducts, and because they are buffered, they can absorb pollutants in the air and those released by the documents.

Currently there is metal and wooden shelving throughout the entire library. The rare books and Hymnology collections are shelved entirely on wooden shelves. The archives has metal shelving, and the Wallace Collection has both metal and wooden shelving. As mentioned previously, there is overcrowding throughout the library. In all areas, books also were noted as leaning on the shelves instead of being shelved straight up and down. (See Figure 16 on the next page.)
I recommend to:

- Replace wooden shelving with metal library shelving.
- Institute a program of shelf straightening throughout the library. This is primarily a training issue for student workers.
- Improve bookend use. There should be a bookend on each shelf, and they should support the books.
- In the archives a few items are stored on the floor. These should be moved onto shelves.

C. Care and Handling

Books should never be pulled off the shelves by the headcap (top of the spine), which causes spine and headcap damage. Train staff and patrons to push back volumes on both sides of the book, then pull the desired book off the shelf by placing fingers on either side of the spine. Staff should handle the book
carefully at circulation, because stamping and slapping date due notices can put pressure on vulnerable areas of the book, i.e. the inner hinge of the book. Care and handling at the Annie Gabriel seem adequate, with the exception of the previously mentioned shelving problems.

I recommend to:

- Institute a care and handling training program for all new staff.
- Student workers should be retrained annually.
- Increase the amount of preservation signage in the library reminding users of good handling practices.

V. Preservation Staff and Activities

At present, preservation activities in the library are coordinated by the collection development librarian. Current activities include library binding, book repair/processing, staff and user education, shelf maintenance, maintaining a good environment, reformatting, disaster planning, and security. The following section will address some of the preservation activities, highlighting those that are lacking, in need of expanding, and which should be reevaluated.

A. Book Repair

Simple book repair on circulating material with no special enduring value can be done by in-house library staff. The most important consideration should be how you determine the value of the collections. Being able to identify rare, unique material will help you determine what items in-house staff vs. a conservator should repair. Some material should not be repaired, but withdrawn, replaced, boxed, or sent to a library binder. Your available staff and budget will help you decide what is the most cost effective and appropriate option.

No repair is done on special collections materials, which is a very smart approach, especially given the amount of previous poor quality repairs in a few areas. There is a repair program for circulating materials that is managed through technical services. The student workers who do book repair could also learn to make boxes (see Appendixes J and K for instructions) for the most deteriorated special collections material.

There is no repair area. All repairs are performed at desks in technical services. This is undesirable for several reasons. It is inefficient, and the ergonomics of desks force workers to do repairs sitting down,
which leads to unsafe cutting practices. A counter-high repair area should be created to promote safe and efficient book repair and box making.

B. Library Binding

More complex repairs are not always feasible for in-house repair, i.e. spine repair, recasing, new casings, sewing and rebinding. Yet replacing the item is very costly. The ability to send materials to a library binder allows you the flexibility to repair items too complex and expensive to repair in-house at a cost lower than the replacement value. This allows you to keep more items in your collection for longer periods of time.

A library should always use a certified library binder who is a member of the Library Binding Institute (LBI) to ensure that the binder follows the most recent standards set by the industry. To ensure a better quality product, a library should be familiar with the most recent library binding standard, The Library Binding Institute Standard for Library Binding, 8th edition, 1999 LBS (Appendix F), and the options that have replaced oversewing or “Class A” binding.

A library should always have a contract. Contracts with library binders should specify standards, procedures, guidelines and upcharges. At this time, the library utilizes the library bindery mostly for binding newspapers in the Southern Baptist Depository Archive. The binder, Kater-Crafts, is a member of the Library Binding Institute, and the work appears to adhere to the LBI standard.

I recommend to:

- Inspect all material from the bindery and document problems, if any.

C. Reformatting

Reformatting allows fragile or damaged material to be copied onto a more stable format for future users. This allows the library to preserve the content of the original item and to provide access without exposing the original to potential damage. Creating microfilm of deteriorating newspapers and photocopying newspaper clippings for a vertical file are just two examples of how reformatting can be used.

The library is currently scanning materials for inclusion in the Statewide California Electronic Library Consortium Callimachus project. Materials are being scanned by student workers and uploaded to
CONTENTdm. The student newspaper has been completed, and the next project contemplated is the administrative newsletter.

Other items to consider reformatting include the CDs of old yearbook photographs, reel-to-reel and VHS tape, wire recordings and acetate film. There is also a desire to digitize parts of the Hymnology collection, primarily for access.

Digitization is a difficult and complex process, and much thought should go into any digitization project. Training in digital project design, project management, and technical specifications would benefit the library.

D. Staff and User Education

Staff and user education in preservation is necessary to prevent damage to materials from poor handling, shelving, and photocopying practices. Signs addressing preservation issues, especially ones explaining the food and drink restrictions, should be posted throughout the library. Posters, handouts, and bookmarks could show users how to properly handle, remove from the shelf, and photocopy materials. Staff should receive instruction on proper shelving practices and in selecting materials for repair.


California Baptist University and the Annie Gabriel Library have been tremendously generous with training for their staff members, which has enhanced their archives and technical services department greatly. This commitment to ongoing training should be continued. Training areas that would benefit staff include construction of protective enclosures for books, and digitization of audiovisual media and photographs.

There is currently no user education program. The American Library Association sponsors Preservation Week each April (http://www.ala.org/alcts/confevents/preswk), which is a wonderful opportunity to showcase preservation that occurs in the library. Offering tours of the special collections, discussing how
best to preserve your own materials, or even creating preservation themed bookmarks to hand out at the circulation desk are all ways that the library can increase patron awareness of preservation issues, in both special and circulating collections.

E. Gift and donation inspection
Gifts and donations should be inspected in an isolated area away from collection spaces before they are processed to prevent the spread of mold and insect infestation. These materials should be inspected for damage so they can be repaired, or even withdrawn, before they are cataloged and placed on the shelf.

F. Exhibit preparation
Exhibits are an important function of libraries and archives, although exhibiting fragile materials can also cause damage. There are two exhibit cases at Annie Gabriel library. One is near the entrance, and one is in the Victorian Room. Currently, the exhibits are of plaques from athletic victories.

Figure 17: Exhibit case
The library reports that, in general, for exhibits that are mounted for more than a couple of days, only copies of photographs are exhibited. This policy should continue. Light sensitive items such as photographs should not be exposed to light for extended periods of time.

VI. Disaster Planning and Security

Developing and implementing a Disaster Preparedness, Response, and Recovery Plan for protecting and salvaging library materials in the event of a disaster should be considered a priority. The library is located in an area with many natural threats, each capable of causing both minor and large-scale damage to the library and its collections. The Amigos Disaster Plan template (Appendix G) can be used to gather the needed information, and serve as the basis for a library wide plan to be used in conjunction with existing emergency plans.

The disaster plan should contain information on how library administration and staff can deal with specific disaster situations. To be practical and useable, the plan should include specific information (descriptions and instructions) on activities library staff must undertake in the event of an emergency. Library staff procedures in fire, water, tornado, earthquake, medical emergency, and bomb threat situations should be outlined separately. Floor plans of the building should be incorporated into the plan, with possible problem areas highlighted. The scenarios should be at the front of the report for quick reference. Some history of the building, as well as current site survey information which might note structural problems or collection storage concerns, should be included in the plan.

The plan should include a list of suppliers and disaster recovery resources. Local resources such as hardware stores, plumbers, and paper suppliers should be included, along with those resources that would be needed in a major disaster recovery effort. The most important phone numbers and contacts in both the library and/or archive should be located at the very front of the report. Other “secondary” phone numbers can be included in the text of the report or in appendices.

Additional points regarding disaster preparedness and points relating to the security of collection materials are addressed below:

- The library currently has a disaster plan that covers human situations that is part of the university’s disaster plan.
- There is also a pocket plan that addresses collections issues.
• The pocket plan is an excellent starting point. It should be expanded to address collection issues in more detail.
• It would be beneficial to practice disaster salvage on deaccessioned material.
• Security is generally excellent.
• Users of the archives should be supervised while doing research.
• The archives is not fully inventoried. A box level inventory should be a high priority.

VII. Future Options for Preservation

There are a number of available options for expanding and structuring the library’s preservation program. Many of the recommendations made in this report require relatively little or no cost to implement. Rather, they entail changes in practices and policies. However, some recommendations will require more planning and financial investment on the part of the library.

Before evaluating the recommendations, the strengths of the current program must be considered and the needs of the collection prioritized. This will aid in establishing reasonable short- and long-term goals. The greatest strength of the preservation program is the interest and concern library staff demonstrates for the collection. The needs of the collection—the top priorities—revolve around preventive maintenance procedures (for example, properly maintaining materials on the shelves, following proper shelving techniques, staff and user education) followed by the need to provide better environmental conditions. The absolute greatest need for the library is additional space, as noted throughout this report.

Short-term goals for the library might include:
• Implement the shelving improvements recommended earlier, including appropriate storage as recommended, i.e., flat files with deeper drawers for the archives area.
• Inventory the archives, ensuring staff safety with sturdy step ladders.
• Implement an environmental and pest monitoring program, to include purchasing data loggers, using them consistently, and controlling and monitoring pests on a regular schedule.
• Place ultraviolet shields on all of the fluorescent lights in collections areas to prevent light damage.
• Separate out the small volumes in the special collections areas.
• Put spacers in the under-filled archive boxes.
• Use acid-free file folders and boxes for proper storage of all collections, especially the Hymnology Collection materials.

Long-term goals might include:
• Expand the space available; this is a critical need to preserve the collections.
• Upgrade the HVAC system.
• Hire a full-time archivist.
• Replace the wooden shelving with metal.
• Move the Wallace collection out of the basement.

Summary

In conclusion, the establishment of plans and policies in the areas mentioned in this report, can ensure that the preservation practices and preparedness of the Annie Gabriel library staff are on a level with the generally good condition of the library collections and the well-maintained building.

Amigos’ Imaging and Preservation Service was pleased to be of assistance in this preservation consulting project, and will be happy to provide further assistance in the implementation of any portion of the plans set forth in this report.