Collection Disaster Triage List

Instructions

The collection disaster triage list is a list of the materials that should receive priority within a given Library unit after a collections disaster. Include a floorplan of your branch with each priority’s location clearly marked.

# General Guidelines

* Provide as much detail as you can about each priority, especially about the location of the materials.
* For the most part, priorities will be collections or groups of materials, but individual items can also be listed.
* Think about all types of formats especially formats that might be more vulnerable in a collections disaster.
* This triage list could include such materials that are highly valued (monetarily or intellectually), already in a fragile state, intrinsic to the collection, or irreplaceable.
* Be sure to update this regularly, especially if collections are added or moved.

# Terminology

Range 1

Shelf 1

ColumnBay 1

Shelf 2

Shelf 3

Shelf 4

ColumnBay 2

ColumnBay 3

ColumnBay 6

ColumnBay 5

ColumnBay 4

Shelf: A shelf is the smallest shelving unit, where books are placed.

Column Bay (Also known as ‘column’ or ‘bay’): Shelves in a vertical row make up a single column bay. There are 3 column bays in forefront and 3 column bays on the backside of the diagram to the right.

Range: A range is a row of column bays. The illustration to the right shows a double-sided range.

When counting or assigning numbers to ranges or column bays count left to right and for shelves count top to bottom.

Branch Information

# Date Updated:

# Branch Name:

# Branch Location:

Triage List

# Priority #1

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #2

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #3

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #4

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #5

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #6

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #7

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #8

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #9

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |

# Priority #10

|  |  |
| --- | --- |
| Collection or Item Name/Title: |  |
| Type of Material: |  |
| Size or Number of Items: |  |
| Location | Floor: |  |
| Room: |  |
| Range, Column Bay, and Shelf: |  |