



## Collections Disaster Plan: Part 1 - Planning and Preparedness

<b>File number:</b>	710/395/001
<b>Maintained by:</b>	Preservation Services
<b>Date created:</b>	May 2023
<b>Next review date:</b>	November 2023

### 1 Document control

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Version	Approved by	Approval date
v1.0	State Librarian and Chief Executive Officer	29 May 2023

### 2 Introduction

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This document sits with State Library of Queensland's Business Continuity Plan and should be read in conjunction with that document.

This document is part one of a two-part plan:  
**Part 1 – Planning and Preparedness**  
Part 2 – Response and Recovery.

It is supported by the Response and Recovery Procedures.

It has been developed to ensure that almost any given disaster scenario impacting on State Library's collections should be prepared for, through:

- proactive coverage of reasonable steps to **prevent** or **mitigate** a disaster
- risk assessment and preparedness for potential disasters impacting on State Library to varying degrees including documenting listings of staff resources, consumables and equipment that are on-site or can be quickly made available from external vendors and partners
- prioritisation of significant collection items to inform the Disaster Response Coordinator of the sequence for recovery and level of treatment that will be applied to the affected collections.

Testing of the plan is completed annually during training sessions for the Disaster Response Team. A shared leadership approach is taken whereby the Disaster Response Coordinator (Lead, Preservation Services) and the Coordinator, Facilities Operations, combine their respective roles to ensure an effective implementation of the Collections Disaster Plan.

### 3 Scope

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The Collections Disaster Plan will apply to all events that affect State Library's **collections**. Coverage is given to the prevention and preparedness for disaster planning of State Library collections in physical and digital formats wherever they may be located. Where there may be variations due to the location of collections (South Bank or Cannon Hill), these will be addressed specifically in the plan. The Cairns Office does not have collections and therefore is not covered by this plan.

Collections on loan to the library are covered in this plan with their prioritisation for recovery at a high level. Their protection and care is also included in existing loan agreements.

#### Out of scope

Non-collections disaster planning (building safety, and the safety of visitors, staff and clients) is out of scope for this plan. This includes:

- business records
- library shop stock
- café stock
- audio visual equipment
- library equipment
- plaques on display at the Anzac Square Memorial Galleries (not State Library collection items).

### 4 Disaster Response Team

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The planning and preparedness for a disaster involving State Library's collections is managed by the Disaster Response Team, under the leadership of the Disaster Response Coordinator and the Coordinator, Facilities Operations.

The Disaster Response Coordinator, and Coordinator, Facilities Operations, are both Tier 1 members of the Crisis Management Team (CMT). They provide information, advice, and recommendations to the CMT, but ultimately are directed by the CMT on any proposed course of action. The Disaster Response Team is responsible for planning for potential disasters through regular meetings, training, and maintenance of preparedness documentation.

Membership and functions of the Disaster Response Team are outlined in *Part 2: Response and Recovery*, of the Collections Disaster Plan.

### 5 Prevention

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#### 5.1 Risk Assessment

Risks affecting the library's collections are included in State Library's suite of risk management documents:

- The State Library Risk Management Policy outlines State Library's risk management process and framework

- The State Library Risk Register records operational risks and opportunities. The Executive Management Team reviews the Risk Register quarterly. The Risk Register is used to assess, review and manage identified risks.
- The Risk Profile, an excerpt of the Risk Register, records all high and extreme risks and opportunities to the organisation. The Executive Management Team reviews the Risk Profile quarterly for progression to the Library Board. Operational Risks that arise in day-to-day operations are generally only recorded in the Risk Profile where they are assessed as a high or extreme to the organisation.
- State Library's Business Continuity Plan (BCP) outlines the critical business functions of the library, and the maximum allowable outage timeframes for any threats to these functions. Section 4.1.1 of the BCP details the preservation of collections, both digital and physical.

## **5.2 Incident register**

Past events that have impacted on collections are identified in the State Library Incident Register and provide further insight into preparedness for future events. Documented incident reports are stored in the record management system. The Incident Reports will be the basis for future prevention strategies and ensure continuous improvement of the Collections Disaster Plan.

## **5.3 Active risk monitoring**

In addition to recording extraordinary incidents which effect the preservation of the collections, all staff who regularly work with collections are tasked with identifying any potential risks to collections and notifying relevant Preservation Services staff. Staff working with collections will receive training from the Senior Conservator twice a year in the early identification of risks to collections. Examples of these risks include early identification of frass from insect activity, mould spore activity, and tide markings of water trails or water drips. Upon identifying any risk to collections, the Disaster Response Coordinator will implement necessary mitigation procedures.

The State Library's Facilities Coordinator has ongoing Bureau of Meteorology RSS feeds to keep abreast of weather warnings affecting the Brisbane metropolitan area.

### **5.3.1 Priority collection Items**

In order to prioritise salvage efforts in the recovery phase of a disaster, the Disaster Response Team maintains a list of priority collection items. An easily replaced paperback would not have the same priority for salvage as an original manuscript from the collection, for example. The priorities list is managed by the Lead, Collection Building (Queensland Memory) and Access Services provide visual identifiers in the repositories for easy identification of collection items on the list. In the event of a disaster, the salvage of priority collection items would be coordinated by the Senior Conservator, in liaison with Access Services and Queensland Memory.

### **5.3.2 Building Management System**

The State Library's Building Management System (BMS) controls and monitors the building's mechanical and electrical equipment, and provides readings of current temperatures and relative humidity of all areas in the building. Preservation Services staff set the acceptable points for optimal conditions (according to international standards), and monitor these readings. If the climatic conditions go outside of these set specifications, an alarm is sent

via SMS to the Lead, Preservation Services, the Senior Conservator, and Coordinator, Facilities Operations, as well as to Honeywell staff. The system is also programmed to monitor the Brisbane River level in the Pump Room.

Uninterrupted power supplies (UPS) are located in identified critical zones of the South Bank facility and include power supply to the ICT servers and mechanical services.

### **5.3.3 Pest monitoring**

State Library has an active Integrated Pest Management (IPM) Program. Monitoring occurs throughout the South Bank, Cannon Hill and Anzac Square facilities. There are 200 monitoring points throughout these facilities. Results from this monitoring program are used to immediately inform pest contractors for the appropriate pest treatment.

An active and effective Quarantine program is in place and greatly minimises the outbreak of pests, mould and other contaminants into the building.

### **5.3.4 Other identified potential risks**

As part of disaster response where collections are threatened, the Disaster Response Coordinator (DRC) will assess and identify potential risks, and recommend appropriate mitigation strategies. Additionally, Preservation Services will incorporate inspection and monitoring of identified risks in the State Library South Bank and Cannon Hill facilities with particular focus on collection areas and areas adjacent to collections, including air-conditioning leaks, relative humidity fluctuations and temperature changes.

These risks would include but are not limited to storms, torrential rain, maintenance crews, refurbishment etc. Where there are building works scheduled, the Coordinator, Facilities Operations will advise the Disaster Response Coordinator of these works and the DRC will advise of any preventive actions that may need to be implemented.

### **5.3.5 Annual housekeeping and maintenance audit**

The yearly housekeeping and maintenance audit is carried out annually by the Disaster Response Coordinator (DRC) in conjunction with Coordinator, Facilities Operations, to review the status of the South Bank and Cannon Hill buildings and their capacity to deliver on a disaster-resistant, stable environment for the protection of collections. The maintenance schedule includes annual shelf cleans, checking of alarms and functionality of equipment, and ensuring the contents of the disaster store/kits are well stocked.

### **5.3.6 Fire suppression systems**

#### **South Bank**

Water-based fire suppression systems are in place on Level 0 in the carpark, as well as deluge systems installed over glazed thoroughfares to emergency exits on all levels.

Inert gas fire suppressions systems (argon) are in place in the ICT server room on Level 5, and in the 'Rare & Restricted' repository on Level 4.

VESDA (Very Early Smoke Detection Apparatus) systems are located throughout the South Bank building. These detectors are integrated with the OS1 and CCTV monitoring systems and sample air quality every 15 seconds and can detect a pending fire pre-ignition.

Maintenance of these detection and suppression systems is carried out by Arts Queensland (Facility Maintenance).

## **Cannon Hill**

Fire suppression at Cannon Hill consists of water-primed overhead fire sprinklers. No inert gas fire suppression systems are installed. Maintenance and compliance with legislation are managed through State Library's Facilities Management.

## **6 Disaster preparedness**

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Preparedness covers the variety of measures designed to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. These measures include different resources, services, and actions.

Key components of preparedness include:

### **6.1 Currency**

Currency of information is critical to ensure the success of the Collections Disaster Plan. The Collections Disaster Plan (parts 1 and 2) are to be reviewed and updated regularly on:

- a yearly basis
- as soon as possible after a significant event/disaster
- in response to any relevant organisational structure changes.

The Response and Recovery Procedures will be updated annually by the Disaster Response Coordinator corresponding with training/refresher training of Disaster Response team members. Key service providers both internally and externally will be updated bi-annually.

The Collections Disaster Plan will be circulated to the Coordinator, Facilities Operations, Disaster Response Coordinator, Senior Conservator, Disaster Response Team Leaders, Executive Director, Content and Client Services, and Director, ICTS. An updated copy will also be kept with State Library central records. Relevant staff will be offered an electronic copy on USB drive to be kept on their persons or offsite, to allow access to relevant information during an emergency.

### **6.2 Supplies**

Materials, supplies and equipment to combat or assist in the prevention or mitigation of damage from a disaster will be located in portable containers (disaster kits) to assist in the initial response to a disaster incident which is affecting or has affected the collection. These kits are located on every floor at South Bank, and also at Cannon Hill. These kits are in addition to standard emergency equipment located throughout the South Bank and Cannon Hill facilities. This approach reduces the need for moving kits from floor to floor and across locations, and minimises critical response times in the event where it is safe to respond to a disaster incident to prevent further damage to the collection.

Where consumables/equipment have been deployed in response to an incident, Preservation Services will take inventory of all consumables and equipment held in disaster kits and stores and implement procurement for replacement or servicing as required.

### **6.3 Personnel**

All State Library staff are responsible in some form or other for the reporting of potential risks to State Library collections. Staff working with collections will have received training by the

Senior Conservator twice yearly in the early identification of risks to collections. Upon identifying any risk to collections, the Disaster Response Coordinator and/or the Senior Conservator will implement necessary mitigation procedures before an incident report is required.

## **6.4 Training**

Training of all relevant staff is critical to the implementation of the Collections Disaster Plan. Training of disaster response teams and members will occur on a yearly basis in October (prior to the traditional wet season).

## **6.5 Disaster Co-operative**

State Library maintains a memorandum of understanding with seven South East Queensland organisations:

- Museum of Brisbane
- National Archives of Australia
- Parliamentary Library
- QAGOMA
- Queensland State Archives
- Queensland Museum
- Supreme Court Library.

Known as the Disaster Co-operative, it outlines the ways in which each of these organisations will support each other during times of disaster – including shared resources, spaces, and expertise.

## **7 Digital collections**

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State Library's digital collections are currently stored in a mix of on-premise storage and cloud-based storage. The digital assets are managed by a local digital preservation system (Rosetta). A third copy of the digital collections is held off-site and will be used as a 'point in time' backup.

Virus checking is undertaken as follows:

- when files are ingested to State Library's digital staging area (NAS)
- upon ingest into Rosetta.

Access to the digital collections is restricted to a minimum number of staff in Digital Media, Digital Preservation, Metadata Services and ICTS. Access to the digital preservation system is restricted to a minimum number of staff – each with varying levels of permissions.

Backups of the digital preservation system are run every Monday, Wednesday and Friday. Backups are retained offsite and can be used to rebuild the digital preservation environment in case of a catastrophic failure/disaster at South Bank.

Data from incoming digital collections is currently retained in the Azure Cloud infrastructure. Recovery of data from accidental deletion is available up to one-month, post-deletion.

Regular file fixity checks are run to confirm that digital collections are not subject to bit rot or other related issues.

Digital infrastructure and security are maintained by State Library's ICT Services. Desktop scenario testing for possible disasters affecting the library's digital collections will take place annually.

For details of preparedness actions undertaken by ICTS, refer to the ICTS Disaster Response Plan.

## **8 References**

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This plan is supported by and acknowledges the following references:

### **State Library of Queensland**

[Collections Disaster Plan Part 2 – Response and Recovery](#)

Response and Recovery Procedures

ICTS Disaster Response Plan

[Integrated Pest Management Policy](#)

[Preservation Policy](#)

Priority Listing (physical collections)

Risk Management Policy

Risk Profile

## **9 Approval**

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State Librarian and Chief Executive Officer

29/5/2023

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