

Material Emergencies in Rooms 107E, 110, B38, and B39 Olin Library (LTS Procedure #99)

Scope: *This document provides guidance for how LTS staff in Olin Library should respond in the event of an emergency that threatens library collections, furniture, and/or equipment. These emergencies are most commonly associated with problems such as water leaks, fire damage, and structural collapse of shelves. The following guidelines are intended as a first-step supplement to the [OKU Disaster Response Plan](#), which focuses primarily on recovery and preservation of damaged material.*

Note that these instructions are aimed primarily at LTS staff based in Olin Library. Those who work in Kroch Library (RMC) and the Music Library should follow procedures appropriate for their own buildings and collections.

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Unit: LTS Senior Management Team

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In the event of an emergency that threatens library collections, take the following steps:

1. Think about your own safety and that of your co-workers first. If there is a fire, earthquake, or other dangerous or life-threatening situation, stay calm and follow the emergency evacuation plan for your area of LTS. For more on how to respond to emergencies that threaten personal safety, see the [Cornell University Emergency Action Guide](#). If you need an exit door map for Olin, please ask Adam Chandler or Liisa Mobley for a copy.
2. If possible and it is safe to do so, quickly identify the source and nature of the danger to the collections, furniture, and/or equipment and the extent of the damage.
3. If possible and it is safe to do so, take immediate steps to protect the material – such as moving or covering the threatened items or areas with plastic sheeting, if there is a water leak. Use the supplies provided in the black disaster trunk located under the approvals table in Room 107E. Otherwise, do not handle damaged material, unless instructed by a member of the LTS Disaster Action Team or CUL Conservation.
4. If the emergency occurs during normal business hours, notify your supervisor and/or department director. If the emergency occurs after hours or on a weekend, see step #7 below.
5. Supervisors should, in turn, notify:
 - Ronnie Clark (text him at 607-327-0282), and the
 - AUL for Discovery, Assessment, and International Engagement (255-7026).*They, in turn, will notify others as instructed on p.4 of the [OKU Disaster Response Plan](#).*
6. Provide assistance to members of the LTS Disaster Action Team and Facilities staff, if and as directed.
7. **Note:** if the emergency occurs after normal business hours or on a weekend, notify:
 - Olin Circulation (255-4245), if the building is officially open
 - Cornell Customer Services (255-5322), if the building is closed

Members of the LTS Disaster Action Team are:

- Adam Chandler
- Jesse Koennecke
- Pam Stansbury