

HARVARD LIBRARY



Library Collections Emergency Response Supplies

Use this checklist to create a stock of emergency supplies. These are the recommended supplies and quantities for handling minor and intermediate emergencies involving up to 200 books. Create an inventory of the supplies and equipment listed by storage location to include in your library emergency plan and include copies of the library emergency plan with your supplies.


Supplies listed in brackets are optional, stock these supplies as appropriate.

Please contact preserve_wpc@harvard.edu or collcon@fas.harvard.edu for specific product information.

Activity	Product and Purpose	Quantity
Health and Safety	nitrile gloves (avoid gloves containing rubber because of potential allergic reactions)	1 box (100)
	disposable aprons (polyethylene)	1 box (100)
	[particulate respirator (must be professionally fitted)]	2
	antibacterial towelettes (use if hand-washing is not possible; do not use on collection materials)	100
	safety goggles (non-vented goggles that can fit over prescription eye glasses)	2
	bottled water	1 case
	yellow “caution tape”	1 roll
First Response	Polyethylene sheeting (6 mil. thick, 100’ long; can be pre-cut to drape over ranges)	2 rolls
	paper towels	1 carton
	plastic bags (zip style in a 1 gallon size and larger)	40
	flashlight or head lamp with fresh batteries	1 in each supply location
	rubber-based clear packing tape (e.g. 3M 375)	2 rolls
	Scissors (8”, straight blade)	3 pairs
	utility knife	1
	utility knife replacement blades	1 box
	ladder (small step type to assist with draping plastic)	1
Air Drying	box fan	1

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Activity	Product and Purpose	Quantity
	extension cord	1
	kraft paper roll	1
	[vertical desktop file organizer or dish rack (for drying AV materials)] 	2
	[fishing line (for drying negatives, microfiche, etc.)]	100'
	[small bulldog clips (for drying negatives, microfiche, etc.)]	100
Packing	Rescubes® (12" x 15.5" x 10" polyethylene boxes)	25
	deli-wrap	1 box (500)
	china marker (for marking wet boxes); permanent markers for marking dry boxes	4
	trash bags (30 or 40 gallon, 3 mil. thick to line cardboard boxes)	20
	[plastic bags, zip style, 10" x 13", 6 mil thick for AV materials]	50
	[hold-down tape or "zebra tape" (for securing loose AV reels)]	1
Record keeping	pencils	10
	pencil sharpener (small hand held)	1
	clip board	2
	paper pads (8.5" x 11", wide ruled)	6
	photocopies of emergency inventory form	
Tools	[needlenose pliers (for unframing items)]	1
	[Philips and flathead screwdrivers (for unframing items)]	1
Cleaning	bucket	2
	sponge	2