Collections Salvage Team Roles and Responsibilities

Before an emergency occurs, designate staff who will assume the following roles:

**Team Leader** - Works with the Library Director, Facilities Manager, Financial Services Manager, and other Harvard administrators to manage salvage efforts by securing space, personnel, supplies, equipment, financial support, and other resources. May negotiate contracts with outside vendors. Directs the work of other members of the Team.

**Salvage Manager** - Oversees salvage operations. Manages workflow, monitors and procures supplies.

**Recorder** - Maintains inventory control for materials removed from the shelves. May be a cataloger or circulation staff member who is familiar with the library's systems for tracking materials.

**Staff Coordinator** - Gathers the people necessary for salvage operations, sets schedules, and secures support (e.g., drinking water, food). Ensures that volunteers are qualified to assist with salvage (e.g., that they are Harvard affiliates approved for access to secure areas, and are physically able to do the salvage work).

**Conservator or Preservation Librarian** - Applies technical expertise to ensure that procedures conform to best practice for salvage and treatment. If the library does not have a person with this expertise, arrange with the Weissman Preservation Center or HCL Conservation Services to secure the services of a staff member to fill this role.

**Team Members** - Provide assistance in the case of an emergency, e.g., retrieving and packing damaged materials in boxes. May include people who live nearby and can respond quickly, who have a knowledge of the stacks and/or collections, or who have experience, expertise, and/or interest in salvaging library materials. Team members should receive basic training in recovery techniques in advance of an incident. Depending upon the size of the emergency, their ranks may be supplemented by other staff, preferably identified in advance as Backup Team Members, or trained team members from other Harvard libraries.

**Backup Team Members** - Have indicated their willingness to help during an emergency. The Staff Coordinator contacts them as needed and arranges for appropriate training.

Available from [http://preserve.harvard.edu](http://preserve.harvard.edu)  
[http://preserve.harvard.edu/emergencies/teamresponsibilities.pdf](http://preserve.harvard.edu/emergencies/teamresponsibilities.pdf)  
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