

A. Statement of Purpose

Most institutions are plagued by minor disasters: a pipe that leaks or a drain that has backed up. When this happens usually less than fifty books are damaged. For such incidents we have a small store of recovery supplies available to handle these situations. A quick response will limit the amount of damage that is caused. The supplies are stored in an easily accessible area at each library building. The kit contains the most frequently used supplies, e.g. paper towels (see Suggested Inventory, p. 5B). The kit is inventoried on a regular basis (see Inventory Control Sheet, p. 5C). As an extra precaution, the container is sealed so that the contents aren't taken. While this kit will not contain all the supplies that will ever be needed, it will give the staff the ability to respond to a problem the moment it is discovered.

There are several advantages to storing the kit in a plastic garbage can. It is easily portable and will protect the supplies in the event of water. If the problem is a leak, the emptied garbage can may be positioned under the leak to collect the water. The garbage can will facilitate the clean-up of the area, as the debris can be collected in the container and removed from the recovery area.