

DISASTER MANUAL UPDATE LOG

This manual was initially filled out by

Name: Ann Dodge
Title: Paper Conservator
Date: August 16, 1993

The manual should be regularly reviewed and updated. Changes in staff, responsibility, phone numbers, floor plans, etc. should ideally be made as they occur. Inspection logs should have regular entries. The Preservation Department, in conjunction with staff from all library buildings, shares the responsibility for maintaining the manual.

This manual will next be reviewed and updated by:

Name: Whitney Pape
Title: NEH Preservation Librarian

UPDATE LOG

| Date Last Updated | Staff Member(s) Responsible | Date of Next Review | Staff Member(s) Responsible |
|--------------------------|------------------------------------|----------------------------|------------------------------------|
| 11-19-93 | Eric Shoaf | April 94 | Eric C. Shoaf |
| 9-12-95 | Eric Shoaf | Sept. 96 | Eric C. Shoaf |
| 3-19-97 | Eric Shoaf/Preservation Com | March 98 | Preservation Committee |
| 11-30-01 | Preservation Committee | Sept. 03 | Preservation Committee |
| 11-30-04 | Whitney Pape/Disaster Team | Sept. 06 | Whitney Pape/Disaster Team |
| 11-06-06 | Whitney Pape | Sept. 07 | Whitney Pape/Disaster Team |