
**CARLI Preservation Committee
FY 2022 Annual Report of Activities and Projects**

Members:

Melina Avery	2020–2023	University of Chicago
Sarah Cain	2021–2021	Northern Illinois University
Rob DeLand	2019–2022	VanderCook College of Music, Co-Chair
Theresa Embrey	2021–2024	Pritzker Military Library and Museum
Nora Gabor	2018–2022	DePaul University
Tonia Grafakos	2018–2024	Northwestern University, Co-Chair
Jade Kastel	2021–2023	Western Illinois University
Ellen Keith	2022–2023	Chicago History Museum
Becky Koch	2019–2022	Illinois State University
William Schlaack	2018–2022	University of Illinois Urbana-Champaign, Co-Chair

CARLI Board Liaisons: Pattie Piotrowski, University of Illinois Springfield

CARLI Staff Liaisons: Elizabeth Clarage and Nicole Swanson

Meetings

The Preservation Committee met 11 times during 2021-2022:

- 11 conference calls (all meetings held online due to COVID-19 restrictions) – July 23, September 20, October 18, November 8, December 13, 2021; January 10, February 13, March 21, April 11, May 9, and June 13, 2022.

Activities

- Maintained and updated the [Preservation Resources webpage](#)
- Adapted annual projects to meet the remote requirements of committee members, with the committee also acting as a conduit to share news updates regarding staff and collection decisions from member libraries.
- **Annual Project 1: “[Working with Fire Professionals](#)”** was held on January 25, 2021.
 - Description of the presentation: Chief John High, Sr., Investigation and Prevention Program Manager at the Illinois Fire Service Institute – the statutory State Fire Academy for Illinois, spoke to attendees about fire hazards, how to prevent them, and how the fire department will respond to the call.
 - Due to the pandemic, the committee planned this program in a virtual format. It was promoted to CARLI members, members of the Professional Development Alliance, Illinois libraries and other cultural heritage institutions, and the Midwestern Archivists Conference.
 - This program had 112 registrants, 53 live attendees, and 42 views of the recording.

- **Annual Project 2: Quick Tips for Disasters & Emergencies**
 - Committee members wrote a series of monthly articles for libraries, archives, and other cultural institutions to guide them as they create, fine tune, or revise their institutions' disaster plans. These blog articles were shared with members via the *CARLI News* as well as linked on the project website [Quick Tips for Disasters and Emergencies](#).
 - **November: [“Developing a Full Disaster Plan”](#)** – Jade Kastel, Music Librarian, Western Illinois University
 - Readers were introduced to a curated list of guides for institutions embarking in disaster preparedness or those revisiting their current disaster plan.
 - **December: [“Disaster Kits”](#)**– Becky Koch, Conservation and Preservation Specialist, Milner Library, Illinois State University
 - Being prepared for anything means not only having plenty of disaster response supplies, but also having them close at hand. Mini “Disaster Kits” located in multiple locations allows staff to respond to any emergency as soon as possible. The article focused on the benefits of crating mini disaster kits and a list of useful supplies.
 - **January: [“Creating a Response Poster for Water-based Disasters”](#)** – Tonia Grafakos, Marie A. Quinlan Director of Preservation, Northwestern University
 - To minimize stress and ease uncertainty during a water disaster, Northwestern University Libraries created a one-page water disaster poster to aid staff response. A copy of the poster was included in the article that can be customized to the needs of other institution.
 - **February: [“Disaster Preparedness: Emergency Contact List on Campus”](#)** – Melina Avery, Conservator, University of Chicago Library
 - When a disaster may affect collections or is already causing damage, knowing who to call is one of the first steps in an effective response. This article focuses on the importance of creating and disseminating an emergency contact list within institutions.
 - **March: [“Don’t Table This! The Importance of Tabletop Exercises for your Disaster Plan”](#)** – William Schlaack, Digital Reformatting Coordinator, University of Illinois at Urbana-Champaign
 - After creating an institutional disaster plan the next step should be to consider planning a tabletop exercise to see, in a controlled setting, just how good your plan really is. Tabletop exercises are guided sessions led by a facilitator(s) to simulate an emergency. These sessions allow staff specified in the disaster plan to discuss and better understand their role during various disasters.
 - **April: [“Identifying Priorities”](#)** – Rob DeLand, Head Librarian and Archivist, VanderCook College of Music
 - An important aspect for disaster planning is to identify the most

at-risk or valuable collections, the objects, collections, and records that are vital to your institution, and to have a plan in place to make sure those items are cared for as well as possible. Learn about creating priority lists, the content to include, and factors to consider in this article.

- **June: An Overview of the Recent Renovation Project at the Chicago History Museum** – Jade Kastel, Music Librarian, Western Illinois University
 - Julie Wroblewski, Head of Collections at the Chicago History Museum shares an in depth look at a capital renovation project for the Chicago History Museum's collection storage and how the pandemic impacted the project. This article will be shared in the June *CARLI News*.
- **June: Wrap-up of the Quick Tips for Disasters & Emergencies Series** – Melina Avery, Conservator, University of Chicago Library
 - A summary of the year-long project will be shared in the June *CARLI News*.

Respectfully submitted by

Tonia Grafakos (Northwestern University) and Rob DeLand (VanderCook College of Music)
Co-chairs, 2021–2022