

IMPORTANCE AND MEASURES OF DISASTER MANAGEMENT IN LIBRARIES

Ata ur Rehman, Dr.
International Islamic University,
Islamabad, Pakistan

Abstract

The aim of this article is to explore the importance and measures that can be taken to avoid the man made disasters and minimize the effect of all types of natural disasters in the library. Current literature on disaster management will be received to determine the new trends in these fields. Disasters in libraries and other related information centers have become a common occurrence in the recent past in all parts of the world. These disasters are due to both man made and natural causes.

Why Disaster Management is important?

“Disaster management” includes disaster control planning. It also encompasses broader issues for a successful implementation. Recently the term “risk management” has been problems of known risks at source. Good disaster management com prevent fires floods, thefts etc from happening, and if they happen, their effect would be greatly minimized. Disaster control is properly structured and systematic plan which should be known by all staff. The staff should also know the risks involved and their roles in the event of an actual disaster situation. Disaster management is most important because of the value of the materials, services provided in the libraries and security measures which can be affected by them. Some of the material, physical facilities and human lives destroyed by the various disasters, in order to prevent great losses brought about by disasters, it is necessary to take precautions.

Keywords: Disaster Management, Libraries

Definition

Disaster is any incident which threatens human safety and damages or threatens to damage a library building, collection or items, equipment, systems and services disaster can also be defined as “an event whose timing is unexpected and whose consequences are seriously destruction.” Disaster can have serious financial implication and also cause disruption of services. In fact there is no library in the world that is free from risk and disaster, whether natural or man-made can happen any time in any part of the world? In spite of the above scenarios, most of the libraries do not have disaster control plans. As a result, there is need to sensitize senior managers so that the institutions can be prepared. In order to avoid disasters to affect the library and information centre in research institutions, it is necessary to have a disaster management plan. Risk management is the process of measuring or assessing risk and the development strategies to manage the risk.

Kinds of Risk/Disaster:

There are three main kinds/types of risk/disaster:

Natural Disasters

Human/man-made Disasters

Technical Disaster

Natural Disasters:

Rain

Flood and Cyclone
Earthquakes and drought
Biological damages
Micro-organisms, insects or vermin infestation
Volcanic eruptions
Cold wave and thunder storms
Heat waves and mud mud slides
Air quantity: temperature and humidity
Sinkholes, etc

Man Made Disasters:

Acts of war and terrorism
Fires
Water (broken pipes, leaking roofs, blocked drains)
Explosions
Liquid chemical pollution
Building deficiencies
(Structure, design, environment, maintenance)
Power failures
Technical
Disaster:
Collapse of shelving and other indoor structural accidents.
Computer system failure
Elevator failure
Power failure
Heating and cooling system failure
Telecommunication failure
Risk/Disaster in Libraries

The development and dissemination of information in various forms and media on a local, national and international level has envisaged the librarians to be ad vocative in all means of information service provided from their libraries. The applications of risk management in libraries start from the collection development. The different types of risk include.

Introduction

Libraries in general are experiencing unprecedented demands for change both in the way they work and the information and materials they provide. Librarians have tended to greet the need for change with feelings of insecurity and visions of ongoing chaos. The vitality and relevance of academic libraries are increasingly at risk. Faculty and students on / off campuses expect more from the library due to the growth of information available through electronic resources. As the changes in higher education are moving, librarians, as collaborators, integrators, instructional designers and information consultants and models of information delivery necessitated not only increased relation between faculty-librarian contacts, but also dramatic changes in the nature of faculty-librarian relationships. The need for understanding of different techniques in procuring content, management of content, rights of access, collection development policies, etc with risk associated with managing different activities in association with other librarians, publishers, system specialists, students and faculty and other are discussed in the article. Risk management is the process of measuring or assessing risk and then developing strategies to manage the risk.

Areas of Risk Management

The different areas, where risk management can occur in library environment are:

Assessing the institution

Acquisition/collection development

Assess rights by the users

Risks associated with migration

Scholarly

Consortium arrangements

Staff training and recruitment

Preservation decisions

Use of technology by the students, faculty and library staff

Security aspects for library materials and staff

The risk of exposing the items in the collection to theft, mutilation or accidents loss

Building structure

Behavior

Authorities co-operation

Provision of facilities

Rules and regulations

Financial aspects

Risk management is the sum of all activities directed towards acceptably accommodating the possibility of failure in a program. Risk management is based on assessment: every risk management assessment includes a number of tasks:

Identification of concerns

Identification of risks

Evaluation of the risks as to likelihood and consequences

Assessment of option for accommodating the risks

Prioritization of risk management efforts

Development of risk management plans.

Risks and Strategies for Risks

Assessing the Institution

Academic libraries address their mission to support research and teaching by building collections and developing services intended to meet the information needs of their users. If there is sudden change in administrative/managerial personnel, and the change in organizations goal and policy issues, may also pose risks for the libraries in procurement policy and other activities.

Acquisition Collection Management

Librarians try to assure for information supply as per the user demand by having collection development policy by allocating budgets in institutional priorities does not meet user needs and expectations, can lead to spiral of loss of funding; resulting in a decrease in usefulness, by further erosion of fiscal support and the decline in the quality of the collection in the short run. Due to this, there is a risk for decline in budget allotment or the budget allotted may be diverted to other departments.

Content Management

For many reasons libraries do not have the same degree of control over the content in digital resources. Providers of digital information resources are able to add content or more often, delete content from their products without their customers consent. Libraries are frequently notified after the fact or given very little advance notice of these actions. On occasion, no notification is issued. Libraries and their users simply discover the content

change. Unplanned content changes affect the collection's reliability and integrity and content removal may pose risks to the library profession's commitment.

Assess Right By Users

Legal risks can arise in relation to the assess to, use and insemination of data and information. These risks increase with on-line material. Proprietary rights to software, database, written works and other original materials. Information used, updated and circulated should be accurate, both in order to avoid the risks of liability for demotion or for illegal content and for any data protection compliance. Also the risk related to CD-ROM network, like maximum access, full text download, network license etc. are to be considered.

Migration

The following three major categories of risk must to measure when considering migration as digital strategy.

Risks associated with the general collection. These risks include the presence or absence of institutional support, funding, system hardware and software, and the staff to manage the archive. These are essential components of a digital archive. The collection and the users who use the collection will be affected to some degree by a migration of data. Legal and policy issues associated with digital information will introduce additional risks.

Risks associated with the data file format. These include the internal structural elements of the file that are subject to modification.

Risks associated with a file format conversion process. The conversion software may or may not produce the intended result; conversion errors may be gross or subtle.

Scholarly Communication

Publishing

Scholarly communication actually encompasses the totality of what accure between the creation and consumption of a scholarly work. The risks to it and the information marketplace begin at the point at which it is documented and are related to who sells scholarly content, who buys it, and how these transactions are accomplished. Richard Fyffe (4) notes that librarians must inform the members of their academic communities about this risk, if they are to participate in the reform of the scholarly communication process and maintain their credibility and integrity. Risk and technological changes are inexorably linked, and libraries as experts, must communicate these risks to lay persons and develop appropriate risk management strategies like:

Encourage and enforce sound scholarly citation and documentation practices

Promote competition among publishers and alternative access to locally produced content

Cancel individual titles available through aggregated databases judiciously

Become more assertive as negotiators and as customers. Be willing to say "no" when a contract or license is not satisfactory

E- Journals

The content removal by e-journal publishers is copyright-related, which is one of the risks to the libraries by not providing the content without any interruption. Publishers do not have the rights to republish electronically the content they originally published in paper. Less frequently, publishers remove content in response the research error, plagiarism, and fraud. This practice is contrary to traditional scholarly communication practice and it violates the library's commitment to preserve the historical record with all its flaws. Disaggregation, or

the removal of content from an aggregated database by its creator or owner, accure for a variety of reasons often economic but sometimes philosophical in nature. This can transform an aggregated database from a key, to a marginal, resource and, since libraries are rarely compensated for content removal, it can also pose financial challenges. If the lost content is an important resource for its users the library may have to presubscribe to it from another, generally from more expensive source.

Royalty to Authors, Publishers and Others

The payment to authors, publishers and others who participate in scholarly publishing is trivial, due to the policy changes in distribution of honorarium and other mode of payments.

Consortia

Big Deals

Libraries pursue “Big Deals” i.e license agreements in which access is gained to all of publisher’s output for a price based on current subscriptions they acquire more content for less money in the short run, but they risk weakening “the power of librarians and consumers to influence scholarly communication systems in the future” it is worth nothing that the pursuit of more information or more publications for less money takes place in most consortia purchases, many of which would not necessarily be considered “Big Deals.” Yet these, too, pose risks to scholarly communication.

License Agreements

Publishers and content providers often require libraries to sign agreements that restrict the libraries ability to use their products for interlibrary loan, as well as the libraries rights to preserve and archive parts of them. Further, by using digital rights managements systems, they enforce use restrictions, such as on copying and downloading, which are more stringent than those that copyright law would impose. Also they create digital fences that enclose not only their works but also large portions of the public domain.

Co-ordination

Risk involved con-coordinating with local, national and international organizations for forming the consortia are for the material to be procured/accessed, each country has a different policy for acquiring/accessing to the different types of content and agreements would be a risk, if there is a change in future policy decision by the Government and also in continuing the membership.

Publisher And Vendor Mergers

The librarian is serious and concern about the ownership of content. Publishers suddenly raise prices due to inflation and thereby threaten one of the profession’s core values, equal access to information. They can also affect the usability of digital content due to changes in the interface through which acquired content is accessed and or the way acquired and existing content are merged or juxtaposed.

Preservation

Preservation of information in all formats in increasingly an emphasis and allow for ongoing use. It should evolve as a distributed system by interacting with large national coordinating organizations; preservation guidelines should follow the data processing and filtering at all levels. The lack of any long-term technical solution to the problem of digital preservation limits to the efficacy of critical problems with substantial new investments, with allocating new responsibilities and assessing costs for a nonexistent process is one of the risks to the librarians.

Staff Training and Recruitment

The Staff who are already working are to be retrained to update their knowledge and may have to recruit new entrants with better higher qualifications. The risk involved here is the willingness to attend the training and risk of taking new staff, by thinking that they will be better than the existing ones.

Use of Technology

For accessing the organization, the proper use of website, by having sufficient connectivity and systems is one of the risks. People may have different type of system, and if there is a change in software and formats for access, download there is a risk. The type of users also suddenly changes, in case the organization introduces new courses, the need for updating or modifying the content on the website is one of the risks.

The Collection Theft, Mutilation or Accidental Loss.

All libraries of the world are facing these very and major risks in the shape of collection theft, mutilation and some accident loss i.e. fire, rain or storm effect the material, shelves collapse due to earth quake etc.

To prevent the libraries from these common and major risks strict and proper measure must be taken. There should be proper security system used, fixed cameras every where in the library, some staff members should be deputed to properly serve the users and for security measures too, so library collection can be safe from theft and mutilation.

Building structure

Behavior

Authority's co-operation

Required environment

Provision of facilities

Rules and regulations

Financial aspects

Risk of disasters and for handling them when they do occur, and the implementation of such plans. Disaster management usually refers to the management of natural catastrophes such as fire, flooding, or earthquakes.

Written Statements

Disaster plan means a set of written procedure prepared by a committee. The committee consists on library staff from every department, administration authorities, finance department, and security department to deal with an unexpected occurrence that has the potential to cause injury to personnel or damage to equipment, collection and facilities.

Fire Extinguishers

There must be arranging appropriate fire extinguishers at the main points places of the library.

Emergency Evacuation

Installing emergency evacuation route signs for study rooms and other concerned departments of the library.

Hang Tags

Library should provide hang tags for evacuation procedures.

Plastic Sheet Covers

There should be purchased quality plastic sheet covers for library equipments and other materials (recommended 4mm thick) to protect from dust, water and humidity.

Security Alarm System

There must be set in the library smoke alarm system to automatically aware the library staff and call monitoring agency, especially during fire and at night, weekends.

Humidity Gouges

In the library there should be use the thermometers and humidity gauges, so, print and non print material can be protected.

Emergency Lights

The proper lighting system is necessary for any library and there must be some emergency lighting system for power failure and any other problem. The emergency lighting system and security alarms must be tested every month to see if they are in food working condition.

Staff Training

Staff training is very necessary part of any organization; similarly libraries must focus on staff training, particularly in terms of disaster managements.

Shop-VAC

It will be very useful if there is shop-vac available for water removal.

Dehumidifiers

There should be fixed some Dehumidifiers in the library to protect the library collection and equipments from humidity.

Theft And Vandalism

The following measures should be taken against theft and vandalism in the library;

Install cameras and other detective devices.

Remain calm and do not confront the perpetrator.

Alert staff member on duty to keep a check on the violator.

Get a good description in case the perpetrator leaves before security staff arrives.

Ask user politely to stop the criminal activities. If user won't stop them call the security immediately.

Emergency Services

The public emergency services available as under, which could be approached for help during a disaster. (8)

Police

Call Rescue 15

Call Rescue 1122

Fire Bridge

Ambulance service

Disaster management Authority

Bomb Disaster squad

Blood Bank etc

Conclusion

Disaster recovering is an important an organization, especially when projects encompass larger systems and involve institutional integrity. Disaster recovery plans will prove a library, university or college time and money. The benefits will repay themselves in manifold manner, good current literature and further resources regarding disaster planning for libraries will be beneficial.

Author researched about the disaster management plan for the central library of international Islamic university, Islamabad.

Summary of Study:

Central Library aims to develop the collection according to the needs and demands of the students, faculty members and research scholars. Library always uses proactive approach of fulfill the needs of its users. In 2010-11, 5788 bookds were added to the library. In 2011-12, 2800 books, and from June 2012 to March 2013, 866 books were added. Now the total collection in 214038. It includes the books donated to Library by different

persons/organizations.

International Islamic University provides a good environment for research and facilities its research scholars in all aspects. The number of these and dissertations added to the Central Library's collection from 2009 to 19 March 2013 is 5734. Among these theses, about 4545 theses have been digitized with bibliographic information and 2500 are available in full text form. Indexing is a regularly updated print periodical publication that lists articles, books, and/or other information items, usually within a particular discipline. About 400 journals is have been indexed for ready reference service for users. Central Library is also receiving 324 valuable periodicals/journals and 11 daily newspapers.

Executive Summary

The Central Library of International Islamic University is principal repository of knowledge, established since the birth of this university in 1980 to fulfill the information needs of its teachers, researchers and students.

This Library has a significant place in academia through out the Pakistan due to its rich collection on Islam and modern sciences.

At present Central Library is providing its services to more the 25,000 users from 9:00 a.m including Saturdays. Central Library provides services to male and female days whereas Tuesdays, Thursday and Saturday are male days. Limited Library services are offered to female members on male days through Research Rooms, which has a separate entrance, and vice versa.

Current Situation:

There has not been any specific marketing plan in operation at the Central Library since 2006, except some efforts have been made at the end 2006. The items and equipments present at this time were taking as special demand without any market plan in 2006. It is necessary to take certain equipments in deal the disasters through a proper plan. The new technology also requires replacing the existing items with new ones for effective usage in disasters.

Analysis by S.W.O.T

Internal factors:

SWOT analysis (alternatively SWOT Matrix) is a structured planning method used to evaluate the strengths, Weaknesses, opportunities, and Threats involved in a project.

SWOT Analysis is observed, to get the most recent view:

Strengths: Characteristics of the project that give an advantage over others

Library equipped with useful resources it has Dynamic Environment
Excellent physical facilities, building and study section.

Well educated staff

Weaknesses: Characteristics that place the team at a disadvantage relative to others

No prevention forms Disaster because prevention tools are installs without proper planning
i.e. fire, Anti-Electric short circuit devices etc

Untrained staff

Threats: elements in the environment that could cause trouble for the project

Due to uncertain condition at the upper level administration.

Technology equipments many have be imported and it may take time.

Opportunities: elements that the project could exploit to its advantage

Availability of budget, no issue with the finance, staff available, few of them have obtained civil defense training

External Analysis:

The following are a list of trends that may influence the library today and in the future as well. Monitoring the political, economical, social technological influences of a library

should be done on a continuous basis. Trends knowledge will help in better strategic planning and decision-making.

PEST Analysis

Political, Economic, social and Technological analysis describe a framework of macro-environmental factors used in the environmental scanning component of strategic management.

Political Factors: It includes political factors is basically to what degree the government intervenes in the economy.

There are no political factors that can create peril to this marketing plan.

Economic factors: It includes economical growth, interest rates, exchange rates and the inflation rates.

Central Library has plenty of budgets to support this marketing plan.

Social Cultural Factors: It includes the cultural aspects, health consciousness, population growth rates, age distribution, career attitudes and emphasis on safety.

There are no social factors that can threaten Disaster Management plan, rather the plan will be appreciated and encouraged as it has cultural effects too on the surroundings.

Technological Factors: It includes technological aspects such as R&D activity, automation technology incentives and the rate of technology changes.

Libraries at national international levels are adopting innovative and huge technologies for improvement in the areas of Disaster Management.

Goals & Objectives:

To improve the current disaster management plan

To develop Disaster Management plan and strategy

For awareness, arranging orientations on Disaster Management also training and education in case of emergency for faculty, staff, students and researchers.

To protect library users from natural and man made disasters

To give trainings to the library staff in tackling the disasters will be proposed

Contents for The Product:

Main supply cutouts, circuit breakers and related equipments, and Ducts, Helmet, fire Alarm system, Gas Detection, Fire Extinguisher, Berthing appliances, Closed-circuit television camera, fire gears and gadgets, safety showers, safety footwear.

Promotion Media:

IIUI Library will use following media for the promotion of product:

Importance of Disaster Management tools introduction on Broachers to be distribution after orientation sessions.

Posting messages at Web 2.0 “Library blog, library face book, twitter and LinkedIn” regarding location of safe exits from the library in case of emergency from the Central Library.

Orientation sessions which are already providing services of information literacy, may also include two to three slides on Disaster Management introduction and steps to prevent it.

Process:

An orientation will be provided to Library staff to create awareness of new product “Disaster Management”. Library will continue conducting training sessions for staff regularly. This process will able the staff for the ability to fight in disastrous situations. It is to say that while orientations and training sessions, library staff must feel comfort and experience it, as a part of their job.

Physical Environment:

Library as a place it should be welcoming, tidy, modern, well designed, centrally located and preferably purpose built. The physical environment is itself a tool through which

the library can market itself. All the equipments should be placed to suitable and accessible locations.

References:

- Burnett, Rachel. "Legal risk management for the IT industry", computer law and security report, vol 21, 2005, pp. 61-67.
- Casserly, Mary f. "Collection management as risk management", and Technical services, vol 28, 2004, pp. 79-92.
- Frank, Donald G and other. Information consulting: the key to success in academic libraries, The jI of Acad. Librarianship, vol 27, NO. 2, 2001, pp. 90-96.
- Fyffe, R. "Technological change and the scholarly communications reform movement— Reflections on castells and Gidden", Library Resources and Technical Services, vol 46, No. 2.
- Katsirikou a, Anthi and Sefertzi, Elena, Innovation in the every day life of libraries", Technovation, vol 20, 2000, pp. 705-709.
- Kenneth Frazier. The Librarians' Dilemma: Contemplating the coasts of the "Big Deal", D-Lib Magazine, 7.3 (March 2001)
- Price, Laura and Simthe, Abby. Managing cultural assets from a business perspective, CLIR with library of Congress publication 2000.
- Haji Dad and Sher Nowroz, A guide to library and information science "Questions and Answers" Multiline, 2012, pp. 167-174

Bibliography

- Asian Disaster Reduction Center (2008), "Multi-Language Glossary on National Disaster", available at: <http://image.adrc.asia/dbs/>
- Brooks, Constance: preservation Planning Program Guides: Disaster Preparedness, Spring, Washington, 1993.
- Buchanan, Sally A.: Disaster Planning: Preparedness and Recovery for Libraries and Archives, RAMP, Paris, 1988.
- Cavaleri, S. and Obloj, K. : Management Systems: A Global Perspective, Wadsworth, Belmont,
- Clegg, Sussan and Sykes, Jean : Security in Academic Libraries, Library Association Record
- Coppola, Damon P.: Introduction to International Disaster Management, Boston, Butterworth,
- Disaster Management, edited by N.C.Mahanti, New Delhi, Narosa, 2006.
- Disaster Management and Development Interface, New Delhi, Jnanada Parakashan, 2010.
- Disaster Management Handbook, edited by Pinkawski Jack, New Delhi, CRR, 2008.
- Disaster Management: Procoss, law, policy and Strategy, edited by Prabhas C. Sinha, New Delhi, SBS, 2007.
- Drewes, Jeanne: Computers: Planning for Disaster, Law Library Journal, London, 1989.
- Escobar, J.I. and Canino, G.: Somatic Symptoms after a Natural Disaster: A Prospective Study, American Journal of Psychiatry, USA, 1992.
- Fortson, Judith: Disaster Planning and Recovery: A How-to-do-it-Manual for Librarians and Archivists, Neal Schuman, New York, 1992.
- George, Susan: Emergency Planning and Management in College Librarians, Association of College and Research Libraries, Chicago, 1994.
- Ghosh, G.K.: Disaster Management, New Delhi, A.P.H., 2006.
- Haskins, Scott M.: How to Save Your Stuff from a Disaster? Preservation Help Publications, Santa Barbara, 1996.
- Imperiale, P.: Special Needs in Emergency Planning and Preparedness, Oxford Press, New York, 1991.
- Kapoor, Mukesh : Disaster Management, New Delhi, Surabh, 2010.

- Malhotra, Sumit : Natural Disaster Management, Jaipur, Aavishkar, 2005.
- Mitschke, T.: Disaster Management, Kohlhammer, Stuttgart, 1997.
- Moris, J.: Library Disaster Preparedness Handbook, Chicago, American Library Association,
- Parkes, C.M. : A Typology of Disasters, Gaskell/Royal College of Psychiatrists, London,
- Reffensperger, Thomas Edgar : Safety and Security in Urban Academy Libraries: A Risk Assessment Approach to Emergency Preparedness Urban Library Journal 16, No.1 (Spring 2010
- Singh, R.B.: Natural Hazards & Disaster Management, Jaipur, Rawat, 2006.
- Sethi, V.K.: Disaster Management, New Delhi, Maxford, 2006.
- Sylves, Richard T. and William L.: Disaster Management in the U.S. and Canada, Charles C. Thomas., New York, 1996.