

Individual Storage Area Profile

Complete one form for each storage area within the institution. An extra form is included at the end of this document for copying.

Name of area:

Approximate size:

Location (floor/building):

Collection(s) stored within:

Environment

1. What climate control equipment serves the space, and what is controlled (temperature, humidity)?
2. What are the current temperature and relative humidity (on the day of the assessment)?
3. What are the average temperature and relative humidity in the space and what fluctuations are there during the year?
4. How are air pollutants controlled in the space?

5. Is there a coating of dust in the collections storage areas that might indicate inadequate filtration?

6. What is the housekeeping schedule for the space?

7. Are there any indications of pest infestation (e.g., droppings, insect bodies, shredded paper, stains, or damage to bindings or paper)?

8. Is there a history of pest infestation in the space?

9. Is there evidence of current or past mold on collections?

Is there a history of mold in the space?

Water Hazards

10. Are there water-bearing pipes in the room? Where are they in relation to collections?

11. Is there any evidence of past or current leaks on the walls or ceiling? Please describe.

12. If there are known water hazards in this space, is a water alarm system in place?

13. Are all collections in the space at least 4" above floor level?

Fire Hazards

14. What electrical equipment is in use in the space?

Is the wiring adequate?

Is there any history of blown fuses or electrical failure in this space?

15. Is the space equipped with: (check all that apply)

- Smoke and/or heat detectors?
- Portable fire extinguisher?
- Automatic fire suppression?

Security

16. Is the space accessible to the public, or to staff only?
17. Is the space kept locked?
18. Is there a security system? If so, who has a key or access code?
19. Does everyone who has access to the space actually need it?
20. If researchers are allowed in the space, are they observed at all times?

Priorities

21. What are the highest priorities for improving conditions in this space?
22. What priority for improvement does this space have compared to other storage spaces in the building?