

Focus

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Disaster planning makes a difference

With the hurricane season upon us, Dacus Library staff participated in a disaster preparedness workshop on July 31-August 1, 2003. This workshop was held to familiarize staff with the steps and procedures in the event the library was faced with a disaster caused by Hurricane Isabel. The staff development workshop was held over a two-day period and provided a hands-on approach. The first day was devoted to the theory behind disaster preparedness and why it was important for all employees to understand what would be needed of them in the event of a disaster. The second day was used to demonstrate the effects of water on various types of library materials and effective recovery methods that can be used.

Before a disaster occurs, disaster planning should take place. Libraries bear the responsibility of ensuring that the heritage of human knowledge is safeguarded and passed on for the benefit of future generations. The primary goal of a disaster plan is the avoidance of loss of resources resulting from an emergency. Without a well-planned program to ensure the preservation of vital records, a library may never recover. No amount of precautions can reduce the risk of disasters to zero. However, effective reactions can still be devised in advance. Then, if something does happen, the amount of damage the collections will sustain can be limited.

The formulation of a plan is not easy, but a well organized plan will reduce the amount of damage sustained. Plans must be customized to take into account all the factors peculiar to your institution. Overall, a good disaster plan should be: (1) flexible to accommodate changes as procedures and policies change within the library; (2) simple and

easy to understand; (3) detailed enough to minimize the number of decisions that must be made during a disaster; and (4) adaptable to cover any disaster that may arise.

“Libraries bear the responsibility of ensuring that the heritage of human knowledge is safeguarded and passed on for the benefit of future generations.”

Disasters almost never occur when people are in the buildings. Most occur when the buildings are vacant. For this reason, the disaster recovery process must be planned in advance. Disasters can generally be divided into those involving fire damage and those involving water damage. Unfortunately, many fire-damaged materials also become water-damaged.

Have you ever wondered how to plan for a disaster? Dacus has a disaster plan, but with personnel changes and changes to the collection, periodic training is essential. Hurricane disaster preparedness can begin with these broad steps:

- Acquire basic emergency supplies.

Basic supplies include flashlights, batteries, plastic sheeting, tape, first aid kit, fire extinguisher, AM/FM radio (battery powered), camera, buckets, gloves (plastic), mops, trash bags, and plastic crates. For more expensive supplies such as generators, fans and sump pumps, locate a supplier and make sure the company has these items readily available.

- Notify everyone involved about the plan of action and their part in

making sure the plan is effective. This list should include employees and family members.

- Prepare your place of employment for the disaster by securing structure and structure contents; for example, boarding up windows, backing up computer files, removing valuable and irreplaceable items from the building.

- Monitor the storm by listening to the National Weather Bureau forecast.

For libraries, time is very important in the recovery efforts. Based on the type of disaster, collections could be totally destroyed by mold and mildew within 48 hours, if appropriate actions are not taken. Once the building has been declared safe and re-entry is permitted, library personnel must work with the facilities management department to put the environment in the recovery mode. It is important to protect collections from continued exposure to water and other environmental conditions. Optimum temperature and humidity conditions must be restored inside the building. The following equipment should be readily accessible to help stabilize the environment: portable generators, in case power failure occurs; pumps, to remove large quantities of standing water; fans, to circulate the air; thermometers and hygrometers to measure the temperature and humidity.

Afterwards, library personnel must begin to assess the extent of the damage to the various collections. Answers to these key questions must be obtained in a short period of time. How much damage has occurred? What kind of damage is it (fire, smoke, soot, clean water, dirty water, heat, humidity)? Is it confined to one area or

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American Revolution focus of Special Collections

Archives and Special Collections sources for research on South Carolina's participation in the American Revolution

The point of view of the average South Carolinian during the American Revolution can be difficult to research simply because few diaries, letters or first person reminiscences still exist. However, the task is not hopeless. The Winthrop University Archives and Special Collections has some good resources for research of the American Revolution in South Carolina.

One of the best sources for information about the Catawba region of South Carolina (Chester, Lancaster and York counties) is volume 3 of Mrs. Elizabeth Fries Ellet's three volume work titled *The Women of the American Revolution* published in 1850. One volume contains the histories of primarily South Carolina women, the majority of whom are from the Catawba region. It gives a fascinating "local" description of the Revolution that is difficult to obtain from books that are specifically on South Carolina's participation in the war.

Benson J. Lossing's *The Pictorial Field-Book of the Revolution or Illustrations, by Pen and Pencil of the History, Biography, Scenery, Relics, and Traditions of the War for Independence*, published in 1850, is a good source for South Carolina Revolutionary history. Lossing traveled through the states that participated in the war and recorded, through description and drawings, the appearance and local history of areas in the thirteen colonies.

The Archives has a 1785 copy of Dr. David Ramsay's *The History of the Revolution in South Carolina*. This is one of the oldest printed histories concerning the Revolution and gives the researcher a look at the history of the war from the perspective of someone who lived through it. Born in 1749, Ramsay was the son of a Scotch-Irish

Pennsylvania farmer. He graduated from Princeton at the age of 16 and went on to study medicine at the College of Philadelphia. He then journeyed to South Carolina to begin his practice. However, he is probably best known as an historian who wrote works on the American Revolution, the history of South Carolina and the history of the United States. He is believed to have delivered the first Independence Day oration on July 4, 1778, in Charleston, S.C.



In 1839, Caroline Gilman published a volume titled *Letters of Eliza Wilkinson, During the Invasion and Possession of Charlestown, S.C., by the British in the Revolutionary War*. The letters are those of Mrs. Wilkinson, a young widow living on Yonge's Island, which is about thirty miles south of Charleston, S.C. She relates many examples of her brushes with the British in these fascinating letters. She writes, "It was likewise on the 3d of June [1780] that my father, with an old man who lived a few miles from him, and whose head was silvered o'er with age (one Mr. Bryant) was sitting in the piazza, when they saw a party of men—some in red, others in green, coming up to the house furiously. The moment they arrived, they jumped from their horses, and ran

into the house with drawn swords and pistols and began to curse and abuse Father and the other man very much; indeed, took his buckles from his shoes, searched his pockets, and took all they found there. . . . They then went in the rooms up and down stairs, demolished two sets of drawers and took all they could conveniently carry off." These letters are an interesting look at events at the coast during the war.

Many of the early histories of the Revolution in South Carolina primarily concern the Low Country. However, there are a few that deal with the Up Country's efforts during the war. One such work is *Traditions and Reminiscences Chiefly of the American Revolution in the South: Including Biographical Sketches, Incidents and Anecdotes Few of Which Have Been Published, Particularly of Residents in the Upper Country* by Dr. Joseph Johnson published in 1851. Dr. Johnson gives voice to oral traditions as well as little recorded events in the area of South Carolina that is to the west and north of

Columbia. Dr. Johnson writes "Some of the hardest fought battles, and many of the most thrilling incidents of the revolution, occurred in the thinly settled upper districts of South-Carolina. York, Spartanburg, Edgefield, Chester and Fairfield are among the most distinguished for their self-devotion in the trying scenes which succeeded the fall of Charleston. The sufferings and heroic achievements of those hardy, enterprising, gallant backwoodsmen, have never been recorded in history, probably from their not having been officially reported to the heads of departments." Dr. Johnson makes an interesting and informative effort to correct this oversight in his book.



The Archives has a photocopy of a journal kept by Arthur Faires of York District in South Carolina beginning July 7, 1776, and ending October 11, 1776. The original is in the National Archives in Washington, D.C. The journal describes Faires' experience as a militiaman on patrol in the Up Country at the beginning of the war with the British. There is a good description of the area and the movements and activities of the company. Most of their encounters were with the Indians of the area.

To learn about the Revolution from the perspective of the British, Banastre Tarleton's *History of the Campaigns of 1780 and 1781 in the Southern Provinces of North America*, published in 1787, is a useful source. This history relates events as seen and experienced by the man South Carolinians call "Bloody Tarleton."

These are just a few of the myriad of sources available for research on the American Revolution and other topics in the Winthrop Archives. Please come by for a fascinating look into the history of South Carolina.

Gina Price White
 Director of Archives and Special Collections

Interlibrary Loan launches Electronic Delivery

After a successful pilot project in Spring 2003, Interlibrary Loan has updated its policy and request forms to reflect a new delivery/notification option for ILL patrons: electronic delivery of articles. Students, staff and faculty can request that the articles they order be delivered to their Winthrop e-mail accounts as Portable Document Format (PDF) attachments. This saves patrons a trip to the library to pick up documents and also ensures they receive their articles in a more time-efficient manner. It also saves a lot of processing time on the library's end. Responses to the new delivery option have been very positive and enthusiastic. As predicted, electronic delivery has proven to be a popular choice among patrons.

The Ariel software used by ILL enables this new service. Articles must be first sent to Dacus electronically via Ariel in order for them to be forwarded to e-mail accounts as attachments; luckily, about 90 percent of articles ordered arrive this way. Partly due to the Ariel software, the delivery time for an ILL item since July 2002 has been reduced from 10.78 days to 5.32 days.

Interlibrary Loan is excited about this new development, the positive feedback and the fact that patrons are offered the convenience of a variety of delivery options. Sometimes faculty and students prefer that ILL prints, sorts, and staples their articles for them; and ILL continues to be happy to provide this service. For questions or comments pertaining to Interlibrary Loan, please contact Camille Livingston or Ann Thomas.

Camille Livingston
 Interlibrary Loan Coordinator

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is the entire building damaged? How much of the collection has been damaged? What types of materials have been damaged (books, documents, microforms, photographs, computer files)? Are the damaged items easily replaced or are they irreplaceable? Can they be salvaged by the in-house recovery team, or will outside help be required?



Charlene Drummond repairs damaged book while Doug Short looks on.

The recovery of collections following a disaster obviously can be difficult and costly under the best of circumstances. Those librarians who have experience with even minor water or fire damage have learned that forethought and planning can expedite the recovery effort enormously.

Gloria Kelley
 Head of Technical Services

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Meet the staff



Gloria Kelley

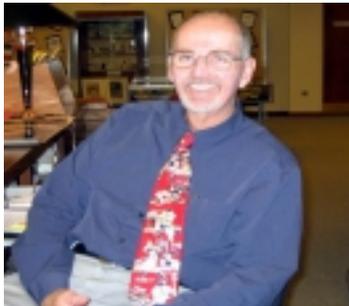
When Ms. Kelley arrived at Winthrop in 1977, the building was still new, the yellow shag carpet still stunning and her spirit still vibrant. About the only unchanged thing since then is Gloria's spirit, which is still as vibrant and vigorous as ever.

When Gloria isn't tracking down lost serial titles, trying to fix a computer glitch in the Innovative software, heading up another committee for the university or teaching one of her dozen and half research classes for the College of Business Administration, she is keeping up with her even more energetic teen-aged son, O'Neil.

Gloria has risen through the ranks from head of Acquisitions, to Assistant

Head of Technical Services, to her rank as full professor (newly garnered last year) and Head of Technical Services, a role she has played in the library for about a decade. She also serves as one part of the Dacus Management team.

Out-spoken, quick-witted and ready for service, Gloria serves Dacus in many rich and varied ways. Gloria makes Dacus better because she is committed to her own personal excellence. By insisting on it in herself and others, she stretches all of us to be better than we are.



Bob Gorman

Reference and Bob go hand-in-glove at Dacus. As head of this public outreach, Bob has instructed students in the arabesque world of Reference for nearly a quarter of a century. Samuel Johnson provided the emblem of our profession: either you know a thing, or you know where to find it. Bob exemplifies the last half of that phrase in his role as Head of Reference Services. If

the subject matter also happens to be baseball, he is the phrase itself!

Diligent, careful and meticulous—all qualities sought after in a reference librarian--Bob has been a boon to literally thousands of Winthrop students over the last two decades. When he isn't finding that needle in the proverbial haystack, he's teaching his film class. Bob is also well-known for his politics. Never shy about his political opinions, he'll tell you what he thinks. If he happens to be out of the office, his office will do that for you, a regular altar to his political viewpoints.

Over the same two decades Bob has become known for his breadth and depth of baseball knowledge both here and around the country. Three summers ago he spent the better part of it doing reference at the Baseball Hall of Fame. If you ask him what it was like having his two lifelong passions combined, he'll tell you it was as close to heaven as he can imagine.

For more information:
<http://www.winthrop.edu/dacus> to **About Dacus**, to **Library Publications**, to **Dacus Focus** or **Dean's Corner**. Also be sure to check our **Goals** under **Library Fund Raising**.

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